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Some Information Regarding the MASTER Registration Sheet

1 message

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Good afternoon, & happy registration time!

Dr. Durant has already sent out a review of the registration schedule, but I wanted to send out some specific information/updates regarding the MASTER Registration spreadsheet.

The very first tab "Master *DO NOT EDIT*" should not be edited by anyone, except for those who already have such permissions. Each school has their own tab, and you have the ability to sort and edit your own tab.

There is a tab for Honors students, as well as Athletes. As new athletes are added/confirmed, we will update each tab accordingly.

I have created a column at the beginning, between the student's name and their major, which indicates their "special group," and have highlighted both the student name and their special status in different colors. (Before, the individual "special groups" were at the end of the columns, and it was difficult to identify someone belonging to such a group right away). Keep in mind that some students may fall into two or more special groups, but they will always be highlighted; be sure to double-check their special status before registering.

There is a separate column which indicates if they have completed the Academic Interest Form or not; if it is blank & highlighted in a light red, it means they have yet to complete their form. Anyone who has a bolded "YES" has obviously completed it, and you can refer back to the "AIF Responses" spreadsheet that I have already shared.

If you complete the student's schedule, enter your initials (or whatever type of indicator you prefer) in the "Schedule Completed By" column of your tab.. we will update the main "Master" tab to reflect completed schedules.

If there are drastic differences between a student's major on the AIF and their major on the Master sheet, I have highlighted that in yellow in the "Major" column. For registration purposes, we should be going by their actual major in Banner to determine their class schedule. Students often forget what major they chose when they applied, and mark the incorrect major on the Academic Interest Form. If the Banner major & AIF major are from different schools, I will email the student to re-do their AIF, as they received a very different sequence of questions.

Let me know if you have any questions, issues, or concerns about the Master Registration sheet!

Thanks for all you do to get students registered!

~Ashley

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Ashley Medick, '16

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