

Registration 101

The Master Sheet

You will be working from the "Science" tab on the Master Form. This sheet gives you all of the information that you need to know about the incoming students. The order in which you will register students is as follows:

Athletes

At Risk student

General Population

pay attention to commuters when making their schedules. Don't spread out their courses too far, many of them work FT

Only enroll students who have completed the Academic Interest Form. Once you have completed those schedules, you can go back and do the others. If they haven't done the form by this time, they get what they get.

As you enroll students, please initial the column labeled "initial" and input the number of credits in the column labeled "# credits." I will use this information if needed at a later date.

The Master Form is update daily as students are added and withdraw, many of them will also change, majors. The adds/WD will be input within the form alphabetically. The major changes will be bolded with the change indicated in the "major column" i.e. PHYS to MATH

You may make changes to your tab, but no others. Please call 2955 with any questions.

Athlete Schedules

Please make the schedules on the schedule transparency overlays before you register them. DO not register them during any blocked out times. These are their practice times. If the block says "no FYSM" you can enroll them in a Fall course, but not FYSM. This is the Spring 2018 practice times