

Planning for Academic Success: Tips for Registration

Registration for summer and fall 2014 is right around the corner. The first date of registration is March 24th. However, your student should already be thinking about his/her options for summer/fall. Here are some tips to assist your student during registration.

Before registration:

Make an advising appointment before Spring Break.

Advising will pick up right after Spring Break. If your student waits until then to schedule an appointment, it is possible that he/she will have to wait a few weeks to see an advisor. I encourage students to make an advising appointment around the end of February/early March. Although the summer/fall schedules might not be totally set, at least students can get an idea of what they need to take. They can always follow-up with an advisor after that time via e-mail.

Check registration dates and holds. Address holds ASAP.

Registration dates and times are set based on a matrix built into the registration system. For the most part, the registration is based on credits earned (not credits in progress). So, seniors register before juniors, juniors register before sophomores, etc. These registration times are typically visible to students on OASIS no later than the week prior to the start of registration.

There are several holds that could appear depending on student status. They can be viewed in OASIS which directs students on where to go to get the hold resolved. The most common holds are AA (Academic Advising – see your advisor), AP (Academic Probation - see your advisor), AR (contact Undergraduate Admissions), CC (Cash Collections), and PF (Parking Fine).

During registration:

Communicate with an academic advisor if any issues arise during registration.

Whether your family member is receiving an error message or a needed course is full, encourage your student to reach out for help. If a major course is full, encourage your student to contact the advising office in his or her major to discuss options. Some departments keep track of the students who need the course to determine the unmet demand. This assists the department in making decisions on whether they need to open up a new section or just add a

few more seats. Also, encourage your family member to be patient. Oftentimes, the departments need to get through the registration cycle to determine the best course of action.

Keep checking e-mails and CANVAS.

Academic advisors use e-mail and CANVAS to give updates on course availability during registration. Students should keep checking as seats and/or sections may become available at any time.

After registration:

Double check the schedule.

Sometimes course dates, times, professors, and/or classrooms change. Students are not always notified when this happens, so it is imperative to double check the schedule on OASIS.

Alter the schedule if needed.

Grades for spring will post around May 9th. This may necessitate a schedule change if your student needs to retake a course or did not meet the pre-requisites for a summer/fall course. Urge your student to contact an Academic Advisor if he/she is unsure of what to do.