We will address scheduling/registration through the questions of what information students should know, how they plan for registration, and what happens at their registration date/time. Using and viewing the student information system (SIS) from both the advisor and student side will be integrated into this session.

* This session will be recorded and posted on the Academic Advisor Portal website.
The **Conceptual** component provides the context for the delivery of academic advising. It covers the ideas and theories that advisors must understand to effectively advise their students.

The **Informational** component provides the substance of academic advising. It covers the knowledge advisors must gain to be able to guide the students at their institution.

The **Relational** component provides the skills that enable academic advisors to convey the concepts and information from the other two components to their advisees.
Today’s Agenda:

● How is semester registration different from at new student orientation?
● What information should a student know?
● How does a student plan for semester registration?
● What happens at a student’s registration date/time?
● Looking a student information through Advisor Center
● Semester Registration and Academic Resources

*Most importantly, we encourage your questions and to share your knowledge/ideas through discussion!*
How is semester registration different from at new student orientation?
How are these processes different?

At new student orientation, the academic advisor pre-registered a student into courses for first semester. Now the student is responsible for:

● Knowing their personal information

● Preparing for semester course registration

● Self-registering for the semester
What information should a student know?
Find this information in Student Center in MyUNIverse:

- Registration Holds
- To Do List
- Enrollment Date/Time
- Academic Advisor
- Advisement Report
- Transfer Credits
How does a student plan for semester registration?
Planning for the Semester Registration Date/Time

● Academic Planner

● Search for Classes/Schedule of Classes
  ○ View course details

● Shopping Cart

● Meeting with an Academic Advisor
Tips/Questions for Planning a Semester Schedule

● Consider a balance of
  ○ Types of classes (major/minors/general education)
  ○ Semester credit load (# of units/hours)
  ○ Time/day of classes
  ○ Outside-of-classroom activities (work, student organizations/activities, etc...)

● What to consider when creating a semester schedule:
  ○ Ideal number of credit hours to enroll in
  ○ Specific course requirements for your major/minor/certificate
  ○ Preferred course/section options
  ○ Alternative sections for selected courses as backup options
  ○ Alternative courses to meet requirements as backup options
  ○ Review for time conflicts between classes
What happens at a student’s registration date/time?
Enrollment at or after the Enrollment Date/Time

- A student will...
  - Enroll in course sections for the term/semester at or after their assigned registration date/time
  - Register on their own through Student Center in MyUNIverse
  - **Not** need to be with their academic advisor at the registration date/time
  - Need to complete all three online steps in the registration process ending with the "Finish Enrolling" button to confirm their classes!
What if the Student Finds a Section/Course has Closed?

- Check for another open section of the same course
- Register for a different course that satisfies the same or a different degree requirement
- Ask for approval from the instructor and/or the academic department
  - Contact List for Approvals for Closed Classes/Late Adds
- Keep the original course section in your shopping cart! If the section opens you may be able to add to your schedule
Potential Error Messages

● There is a hold on this record, preventing the add from being processed. You must remove the hold to complete your registration.

● The requested enrollment add was not processed. The enrollment limit for the class has been reached, and there is no room on the waitlist.

● Requirements have not been met to enroll in the specified class. The enrollment transaction was not processed.

● A scheduling conflict exists with a currently enrolled class.

● Consent is needed to enroll in the class. The add transaction was not processed.
After the Student has Completed Registration

- View semester course enrollment
  - Calendar View

- Textbook summary

- Adjusting semester schedule after initial registration
  - Academic Dates to Observe
Looking a student information through Advisor Center
Semester Registration and Academic Resources
Semester Registration and Academic Resources

● Registration - Office of the Registrar
  ○ Includes information on Approvals for Closed Classes | Audit & Credit/No Credit | Holds & Service Indicators | Drop and Withdraw | Guide to Course Numbers | FAQs

● Guide to Semester Registration
  ○ Includes links to videos on scheduling & registration (UNI Academic Advising YouTube)
Semester Registration and Academic Resources

- **UNI Catalog** (current academic year)
  - Academic program requirements / Four-year plan of study
  - Previous academic years

- **UNI Foundational Inquiry (UNIFI) | General Education**
Questions?