

Academic Advising Essentials: Scheduling and Registration

Office of Academic Advising

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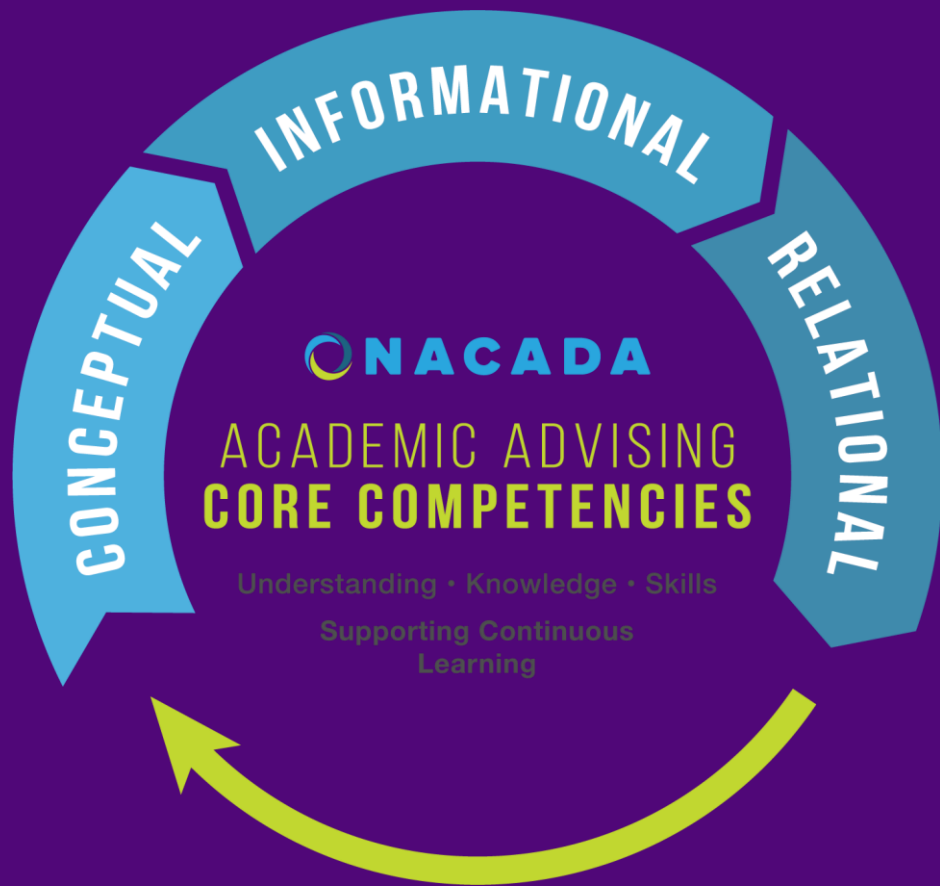
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We will address scheduling/registration through the questions of what information students should know, how they plan for registration, and what happens at their registration date/time. Using and viewing the student information system (SIS) from both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

** This session will be recorded and posted on the Academic Advisor Portal website.*

UNI

University of
Northern Iowa.



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?