

## **Pre-registration/Registration Information for SP12 and SU12 - for Faculty and Staff Using the Web – Select EC|CONNECT from home page (upper right). Under Endicott Systems in the left column, select COAST**

### **What should you do to get ready for pre-registration/registration?**

- (1) Please practice - log in and moving around so you are comfortable before you begin advising.
- (2) If you are not comfortable with the web, please call for help or ask a colleague for help.
- (3) If you are comfortable with the web, please help colleagues who are not comfortable.

### **Pre-registration:**

- (1) Advisors meet with their advisees to help them select courses that will meet degree requirements and that fit together to create a conflict free schedule.
- (2) The Degree Audit should help you with Step 1. See Degree Audit Basics on the Registrar's homepage (<http://www.endicott.edu/registrar>) if you have questions.
- (3) Advisor and advisee complete the Endicott College Registration form and both sign it. The student leaves advisors office with the top copy of the signed form. Encourage advisee to keep this form in their personal records. You keep the yellow copy of the signed form for advisee file.
- (4) Set Options to UNDG/SP/2012.
- (5) During your advising session, advisors **must** set the 'Clearance for Registration' flag. Select 'Student Advising' (left-side) bring-up the student, select 'Registration Clearance' (bottom screen). You'll see the 'Add Clearance' button near the top.
- (6) Your advisees will lose their 'upperclass' advantage if you do not set the clearance flag. They have to track you down to set the flag or they have to come to the Registrar's Office to register – with the signed form.
- (7) **Remember to do advising and 'Clearance for Registration' for INT100 or INT200 for your freshmen and sophomore advisees who wish to do a summer internship. Sections for SU12 are ready for Adding.**

**Pre-Printed Labels:** You will receive a Registration form for each of your advisees with a label at the top. These forms with the label are very important because the label tells you when the student can register.

Student's Name  
Advisor  
Class Major Conc Minor  
1st Date-1st Time:  
11/28/2011 100 (example)

**The Schedule for Pre-registration/Registration:** See posters around campus or look at the Academic Calendar online. Each class (FR, SO, etc.) actually registers before you meet with the next class for pre-registration. Open and closed section information in the SP12 Course of Study will be updated frequently. Remember that your Class list information is up to the minute.

### **What should students do after meeting with their advisor and completing the Registration Form?**

- (1) They should check the first date/first time information to see how it fits their class schedule. They can register any time after this date and time but not before.
- (2) They should log on and move around on the web screens to get comfortable prior to registration.
- (3) They should check for HOLD that prevents registration. "Holds" are a tab at the top of the Biographical screen.

**How can you confirm what courses your advisees have actually registered for?** Check the student's schedule on the web or ask your advisees to check back with you and update your copy of the registration form.

11/08/2011