



In Depth Registration

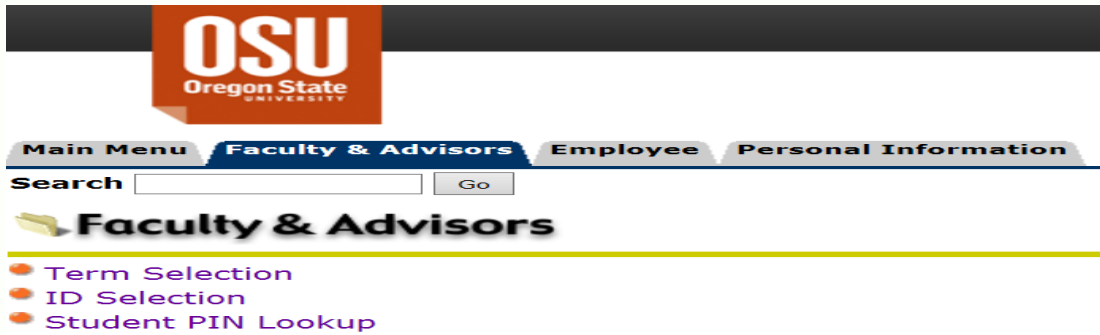
The *Weird* STUFF

Assumptions?

Advisors have a basic understanding of:

- PINS
- Priority Registration
- Holds
- Pre-reqs, Co-reqs, Registration Restrictions
- Overrides
- Waitlist
- Non-Repeatable / Repeatable Courses
- Dropping Students From Classes

PINS



- Missing PINs – new students, what to do
- PINS exist when Shouldn't
- Graduate students with PINs: Give it out
- DAS & Intl Exchange & ATH : PIN not assigned – who to contact

Priority Registration

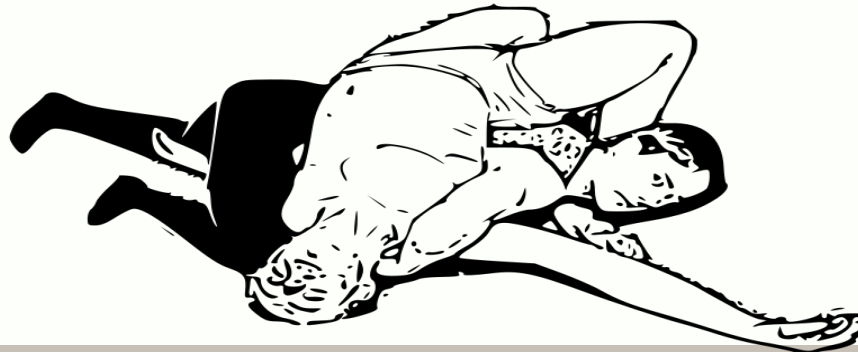
- Student level versus student registration level
- Transferred courses articulated to future terms.
- **<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=374>**

Holds

Does Hold Impact Registration?

YES	NO
Dean's HOLD	Transcripts
Health Services	Student Evaluation (ESET)
Financial Aid/Business Affairs	Degree Clearance
Graduated Student	
International Services	

- Typically assigned & cleared by departments



Pre-req, Co-reqs, Restrictions in Catalog

- Enforced vs Unenforced
 - By Banner Registration system
 - By department / instructor choice
- Concurrent prereqs: look for the asterisk *
 - Take *before or concurrent* with the course

Legend	
+	- Include restriction.
-	- Exclude restriction.
*	- Prereq

Overrides

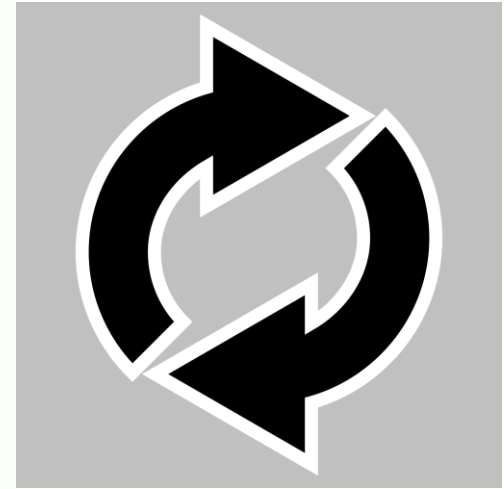
- What not to do and why.
- Use of the “All” override
- Dangers of capacity override
 - Immediate registration issue
 - Down the line issues with drop and re-registration
- 2nd week adds considerations

Waitlist tips and tricks

- **Linked courses**
 - Only one side of link can be waitlisted – usually lab or recitation
 - Best to sign up for lecture and a lab that works but is not ideal, waitlisting the lab that is more ideal
 - If you haven't registered for the lecture yet, do all moves (put the CRN of the lecture in the text box, choose *Web Registered* from the waitlisted course dropdown) – THEN submit
- **Flipping registered and waitlisted**
 - Do all moves (drop registered, choose *Web Registered* from waitlisted course dropdown) – THEN submit
- **What we check and what we don't**
 - Same checks as regular registration with the exceptions of:
 - Duplicate course
 - Linked course
 - Time conflict

Repeatable/ Non-repeatable courses

- Non-Repeatable
 - When the limits kick in
 - Dealing with transfer courses
 - How to get rid of bad grades
- Repeatable
 - When the Limits kick in
 - Dealing with transfer courses
 - How to get rid of bad grades (trick question)



Dropping students from classes

Pre-reqs not met and No-show/Drop

- Pre-Req Manual process at this point
- Automation plans-Maybe Spring
- No-Show/Drop – timing
 - 3rd day of course, Dept notifies Registrars, must be published

You have questions, we have answers!

Who ya gonna call?

