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
• 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?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Dean’s HOLD</td>
<td>Transcripts</td>
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<tr>
<td>Health Services</td>
<td>Student Evaluation (ESET)</td>
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<tr>
<td>Financial Aid/Business Affairs</td>
<td>Degree Clearance</td>
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<tr>
<td>Graduated Student</td>
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<td>International Services</td>
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- Typically assigned & cleared by departments
Pre-req, Co-reqs, Restrictions in Catalog

• Enforced vs Unenforced
  o By Banner Registration system
  o By department / instructor choice

• Concurrent prereqs: look for the asterisk *
  o Take *before or concurrent* with the course

Legend

<table>
<thead>
<tr>
<th>Legend</th>
<th>Description</th>
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<tbody>
<tr>
<td>+</td>
<td>Include restriction.</td>
</tr>
<tr>
<td>-</td>
<td>Exclude restriction.</td>
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<tr>
<td>*</td>
<td>Prereq</td>
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Overrides

• What not to do and why.
• Use of the “All” override
• Dangers of capacity override
  o Immediate registration issue
  o 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?