

FACULTY/STAFF QUICK REFERENCE REGISTRATION INSTRUCTIONS

To Register:

GO to SCT and Enter “**RG1**” or “**RG2**” into the Screen field, the Student ID (or Name) in the student ID field, and the Term Code in the Term field (example: Summer 2009 code is 094). ** Press the {Enter} key before entering registration data**

Use the {Tab} key to move from field to field

1. For initial registration, enter “R” (Request) in the global Function field (or each local function field) and the Course ID or Call# for each course. Press the {Enter} key after entering all courses.
2. To add courses, enter “R” (Request) in the local function field and the Course ID for each course. Press the {Enter} key after entering all courses.

To Drop:

1. To drop individual courses, enter a “D” in the local function field next to the courses to be dropped. Press the {Enter} key.
2. If a student wants to drop all their courses, they must go to Academic Affairs to obtain the proper form to withdraw from school.

To Print:

- From Screen “**RG1 or RG2**”, hit **F6** to print student schedule and bill
- From Screen **109**, hit **F6** to print student schedule

CONFLICTS may be resolved using the following functions:

- ❖ X – Searches for an available section when the requested section is closed or has a time conflict.
- ❖ T – Approves a Time Conflict.
- ❖ U – Authorizes a student to compete for a seat in a class for which he is not considered by the computer to be eligible. i.e., a student who has completed a prerequisite, but for some reason, it has not been posted to his record.
- ❖ P – Permits guarantee a student a seat in a class if a request is made. It overrides all course controls, including “closed” status. **MUST obtain departmental approval.**
- ❖ Student Holds: See message notation under heading “Message” on RG1 or RG2. **If Academic Probation hold, please contact Registrar’s office to waive hold for one term.**

. Authorizations and Permits are NOT enrollments. “U” and “P” codes must be followed by an “R” (Request) before the student is actually enrolled.**

- TO View a Student Schedule, go to SCREEN 109
- TO View a Class List, go to SCREEN 107
- To View a Student’s Enrollment History, go to SCREEN 136 (Detail Transcript)

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Registrar's Office Staff – Main Campus

University Registrar

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