



OVERVIEW: This link deals with student status as it relates to various registration opportunities, items that will prevent registration and affirming enrollment following registration.

OFFICE/DEPARTMENT RESPONSIBLE: Office of Registration and Records

DATE UPDATED: March 2010

REGISTRATION STATUS

Matriculated Undergraduate Students

Registration for matriculated undergraduates in the first semester at The College at Brockport is accomplished through various programs designed especially for entering students. After the first semester of attendance, matriculated undergraduates have the opportunity to register during Advance Registration starting in November for the next spring semester and starting in April for the next fall. Registration days and times are governed by the **number of credits completed by the end of the previous term and first letters of the last name**. *Credits in progress do not count toward completed credits for purposes of advance registration.*

The specific dates for undergraduate registration are established on a systematic basis with seniors, who have the least time left to complete their degree requirements, having the first chance at course selection, then juniors, followed by sophomores, and lastly, freshmen. Students appreciate this system more when their own time gets shorter. Students can find their scheduled day and time to register during Advance Registration at www.brockport.edu/registrar.

- Students should **check for holds** which will prevent registration from the Campus Information System. Go to “Student Services,” then “Student Records,” and then “View Holds.” Contact the office(s) listed that are linked to the Faculty and Staff Directory for office locations and phone numbers regarding clearance procedures.
- To register online on their day, matriculated undergraduates must first obtain their Advisement Key Number from their advisor which acts as their advisor’s electronic signature and allows them access to online registration via the Campus Information System from any computer connected to the Internet.
- Without an Advisement Key Number, matriculated undergraduates must first obtain **their advisor’s signature** on their undergraduate advisement form and bring it to the Office of Registration and Records to register on their day.

Non-matriculated Undergraduate Students

New non-matriculated (non-degree) undergraduates must complete an application in the Office of Undergraduate Admissions *prior* to registering. Non-matriculated undergraduates have the opportunity to register after matriculated undergraduates have registered. This ensures that matriculated undergraduates, who have been officially admitted to the College, are given first priority at course selection. Students can find their scheduled day to register during Advance Registration at www.brockport.edu/registrar.

- Students should check for holds which will prevent registration from the Campus Information System. Go to “Student Services,” then “Student Records,” and then “View Holds.” Contact the office(s) listed that are linked to the Faculty and Staff Directory for office locations and phone numbers regarding clearance procedures.
- Non-matriculated undergraduates *who have only taken courses during the summer or winter session at Brockport* must complete a non-degree application available in the Office of Undergraduate Admissions prior to registering for a spring or fall semester.

Matriculated Graduate Students

Matriculated graduate students have the opportunity to register for spring and fall semester courses before non-matriculated graduate students. This ensures that matriculated graduates, who have been officially admitted to graduate degree programs at the College, are given first priority at course selection. Students can find their scheduled day to register during Advance Registration at www.brockport.edu/registrar.

- The graduate program Plan of Study, developed between the student and their graduate advisor, serves to guide matriculated graduate students in the course selection process.
- Students should check for holds which will prevent registration from the Campus Information System. Go to “Student Services,” then “Student Records,” and then “View Holds.” Contact the office(s) listed that are linked to the Faculty and Staff Directory for office locations and phone numbers regarding clearance procedures.
- Matriculated graduates can access the Campus Information System and register online 24 hours a day from any computer connected to the Internet or in person at the Office of Registration and Records during regular office hours listed at www.brockport.edu/registrar.
- Graduate students do not need an Advisement Key Number to register. However, some departments place restrictions on courses that require students to obtain departmental approval in order to register. In such cases, students are required to obtain a Permission Key Number to register online or the instructor’s signature to register in person at the Office of Registration and Records.

Non-Matriculated Graduate Students

Non-matriculated (non-degree) graduate students are those who have completed a baccalaureate degree or higher but have not been formally accepted into a graduate program at The College at Brockport.

- Non-matriculated graduates have the opportunity to register after matriculated graduates have registered. Students can find their scheduled day to register during Advance Registration at www.brockport.edu/registrar.
 - Students should check for holds which will prevent registration from the Campus Information System. Go to “Student Services,” then “Student Records,” and then “View Holds,” Contact the office(s) listed that are linked to the Faculty and Staff Directory regarding clearance procedures, office locations, and phone numbers.
 - Non-matriculated graduate students *who have only taken courses during the winter or summer session* at Brockport must apply for non-degree status prior to registering regardless of the level of the course in which they plan to enroll.
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TWO WARNINGS ABOUT REGISTERING

WARNING NUMBER ONE: HOLDS

Students who have incurred an obligation to one or more offices of the College will have a hold placed on their records by that office which will prevent them from registering online or in person and from obtaining other college services.

- Students are notified on more than one occasion by each The College at Brockport office of an impending hold before it’s actually placed on their records.
- The Office of Registration and Records merely informs a student that they have a hold on their account. The Office of Registration and Records cannot remove the hold.
- **Students should check their online records carefully for holds well in advance of their registration day** and contact the appropriate office(s) listed regarding clearance procedures. When signed on to the Campus Information System, holds can be viewed from the “Student Records” menu. Contact the office(s) listed that are linked to the Faculty and Staff Directory for office locations and phone numbers regarding clearance procedures.

WARNING NUMBER TWO: TRANSFER CREDIT EVALUATION AND FINALIZATION

Any undergraduate transfer credit estimate for course work completed elsewhere is only tentative until the College receives a final official transcript from each institution

previously attended in order to formally award the credit. Therefore, it is important for students to get all requested final documents in as soon as possible so that the Office of Academic Advisement can finalize the credit prior to the next registration period.

- *If transfer credits have not been finalized by the time undergraduate registration begins for the second semester*, the student will not be allowed to register online with their appropriate class. The student will be allowed to register in person at the Office of Registration and Records on their scheduled day after signing a reminder form indicating that the document has not yet been received.
- *If transfer credits have not been finalized by the time undergraduate registration begins for the third semester*, the Office of Academic Advisement will place a hold on the student's record preventing registration either online or in person until the student obtains written permission from the Office of Academic Advisement to bring to Registration and Records as authorization to register in person.

Undergraduates can check their registration status online from the Campus Information System. Scheduled registration days are determined by **the number of credits completed by the end of the previous semester and first letters of the student's last name.** *Course credits in progress do not count toward completed credits for purposes of registration.* The undergraduate registration grid can be found online at www.brockport.edu/registrar.

WHEN TO REGISTER?

MAJORS RESERVATION — *for matriculated undergraduates*

Majors Reservation for matriculated undergraduates takes place one week before Advance Registration for a spring semester starting in November and for a fall semester, starting in April.

- Matriculated undergraduates may register for courses directly in their academic major department office **ONLY** for courses in their major discipline during Majors Reservation week.

For example: A Communication major may register in the Department of Communication **for CMC courses ONLY.**

- **Majors Reservation is only available to departments that have requested to participate.** Students should check with their major department to see if they plan to participate in Majors Reservation.
- *No registration takes place in the Office of Registration and Records during this time.*

Once Majors Reservation week is over, other courses that will make up the rest of the student's schedule, **even any major courses that were not registered in the major department during**

Majors Reservation Week, must be registered on the student's regularly scheduled day according to the undergraduate registration grid found online at www.brockport.edu/registrar.

ADVANCE REGISTRATION

Advance Registration for currently enrolled undergraduates for an upcoming spring semester starts in November and for a fall semester, in April. The specific dates for undergraduate registration are established on a systematic basis with seniors, who have the least time left to complete their degree requirements, having the first chance at course selection, then juniors, followed by sophomores, and lastly, freshmen. **Registration days are governed by the number of credits completed by the end of the previous semester and first letters of the last name.**

Credits in progress do not count toward completed credits for purposes of Advance Registration.

- Students should check for holds which will prevent registration. When signed on to the Campus Information System, go to "Student Services," then "Student Records," and then "View Holds." Contact the office(s) listed that are linked to the Faculty and Staff Directory for office locations and phone numbers regarding clearance procedures.
- Students may check their completed credit total for purposes of Advance Registration when signed on to the Campus Information System from the "Registration" menu under "Check Your Registration Status."
- The exact day for matriculated undergraduates to register can be found in the undergraduate registration grid at www.brockport.edu/registrar.
- If the completed credit total does not include credits transferred, see information under Warning Number Two: Transfer Credit Evaluation and Finalization.

While students may still register in person at the Office of Registration and Records, they are encouraged to take advantage of online registration through the Campus Information System. Students may register on their scheduled day from any computer connected to the Internet.

When ready to register, neither undergraduate nor graduate students should attempt to navigate the online registration system without consulting the online course schedule. The online course schedule contains the most up-to-date information regarding course availability and the Course Reference Numbers (CRNs), which are required for online registration. Other important information regarding online registration instructions, important semester dates and deadlines, and policies can be found at www.brockport.edu/registrar.

OPEN REGISTRATION

- **The Friday before the first day of a spring or fall semester is designated as Open Registration.** *Any student not yet registered prior to the Friday before the first day of the semester must attend Open Registration.*

- Matriculated returning undergraduates not yet registered prior to Open Registration must get *either* their advisor's signature or Advisement Key Number on an *Undergraduate Advisement Form* to register in person later in the day.
- Returning students may come to the Office of Registration and Records on Open Registration day to drop any courses they may have decided not to take so as to free up seats in classes for other students that day. However, returning students will need to wait until later that day to process a registration or add a course either online or in person. Returning undergraduates were given an opportunity to register ahead of time for the next semester during Advance Registration. Open Registration is intended for new students to be given first chance at remaining courses.

LATE REGISTRATION

- Students who are not registered before the first day of the semester are considered late registrants. Applicable late fees will apply.
- Students are required to obtain the instructors' signature or Advisement Key Number for each course on a *Late Registration Form* available from the Office of Registration and Records or at www.brockport.edu/registrar.
- The form must then be submitted to the Office of Registration and Records by the late registration deadline that can be found at www.brockport.edu/registrar under "Dates and Deadlines." Getting the instructor's permission provides for notification to the instructor about the number of students dropping and/or adding so that courses do not become overloaded. It also provides accommodation for students who may be on a departmental waiting list to register for the course. Late registrants will be assessed applicable late fees.

AFFIRMING ENROLLMENT

An enrolled student is defined as one who has registered for courses and accepted all associated charges. Regardless of any method by which a student is registered, they are required to go online after registering each semester and affirm enrollment to reserve their course schedules. The College refers to this as having *Affirmed Enrollment and Accepted Financial Responsibility*. Courses are only reserved by affirming enrollment each semester, not by submitting payment.

- Courses will only be reserved through the deadline found at www.brockport.edu/registrar.
- Courses that are not affirmed by the deadline date will be removed. Re-registration of courses after failure to affirm the enrollment is subject to late fees. Late fees also apply to any re-registration thereafter for failure to affirm enrollment.

- A student who decides that s/he will not be attending The College at Brockport must go online and drop their courses, drop them in person, or notify the Registrar's Office by mail or fax of their decision not to attend **before the first day of the semester.**