

PRE-REGISTRATION PROCESSES and PRINCIPLES

PRE-REGISTRATION PROCESS:

- Schedule Adviser Conference
- Review Course Schedule
- Complete Draft of Registration Worksheet
- Enter course requests in myDiplomat
- Save Requests

Adviser Conference

Your adviser plays an important role in the course registration process and your overall educational experience. The first step in the registration process is to schedule an appointment with your adviser. It is important to understand that your adviser has many obligations and may not be able to meet with you in the last hours prior to the registration deadline.

Review Master Schedule of Classes

Access the Master Schedule of Classes either from the Registrar's office web page, or the Registrar's office public folder on eDisk. Review the course offerings carefully; see whether your choices are open to your class, and whether permission or prerequisites are required. Students are responsible for ensuring that they've met all listed prerequisites.

Complete Draft of Registration Worksheet

Download your registration worksheet and instructions from the Registrar's office web page or the Registrar's office public folder on eDisk. Prior to your advising appointment, complete the worksheet with your course choices. Ensure you have met all prerequisites. Once your advisor approves your choices, your advisor will give to you your advising code. The advising code is your key to access the registration screens in myDiplomat.

Enter course choices into myDiplomat

With your advising code and registration worksheet in hand, access myDiplomat to enter your course requests. Log into myDiplomat, choose the About Me tab, and click on the Pre-Registration link.

Enter your primary choices—your ideal schedule—vertically in the Primary 1, 2, 3, and 4 blocks. Enter alternates to each of your primary choices. The

screen will not permit you to re-enter a primary choice as an alternate. *Save your requests.*

You may access myDiplomat to enter your course requests at any time, 24 hours a day, during the registration period. All requests must be entered by the deadline. *Please note that late requests will not be accepted.*

Students who miss the deadline will not be able to register until the second day of the drop/add period.

COURSE SCHEDULING PRINCIPLES:

The scheduling program will begin to process students' requests with Primary 1 and the alternate choices on the same row. If the student cannot be enrolled in Primary 1, it will attempt alternate 1, alternate 2, etc. If the student cannot be enrolled in any of the choices on Primary row 1, it will move to Primary 2 and its alternate choices.

The system will consider the general alternates only after it has exhausted all primary and alternate choices.

The scheduling program gives each of a student's choices a numeric weight. Primary 1 is given more weight than Primary 2, Primary 2 more than Primary 3, etc. Seniors' weight values are higher than those for juniors, juniors' values higher than sophomores, etc. Additional weight may be added for major courses or a distribution area that is not yet fulfilled.