Best Practices for Student Registration

I. Registration Starts in a Week – What Should I Do?
A. Contact all students who may be eligible to register for the term
   1. Everyone has their own way; email, phone, mass email with registration dates.
B. Discuss Possibilities
C. Encourage Early Registration
   1. We all know how quickly courses can close. Stay one step ahead of the game with gentle encouragement. This way, the ball is in the mentee’s court.

II. How Do I Know If My Students Registered? The Registration Worksheet
A. By accessing the Distance Learning Faculty Office (http://empire1.esc.edu/DocPak/cdl/dpak.nsf), a mentor has a multitude of information at her fingertips!
   1. Registration Worksheet Review
      a. By clicking on this link, one is able to view all students who have submitted their registration and which worksheets need to be reviewed by the mentor
      b. The first page lists all of your students who have registered. By clicking on any given name, one can review that student’s course selection

III. What Can I Do With the Registration Worksheet?
A. Buttons
   1. Stamp ‘Reviewed OK’: Allows one to OK the registration
   2. Stamp ‘follow-up needed’: Reminder that you want to follow-up with the student and allows you to insert a note that isn’t viewable by the student; will create another category on the original worksheet list page
   3. Create indiv. Study or cross-reg: Allows one to input all necessary information to create an individualized study or cross-registration
B. Access Student Information
   1. Name, email, student ID, and phone number are accessible in one easy location
C. View different registration terms for student
D. Create a dialog with your student
E. If available, view concurred DP
F. Follow link to view up-to-date registration information
G. Access Tern Guide

IV. How Do I Remember All of These Students and Their Courses?!
One simple answer, utilize the registration worksheet! Print off the registration worksheet and put it with the student’s file.

V. Final Tips
1. Keep a paper trail by utilizing the registration worksheet
2. Check the registration worksheet regularly during registration to check on add/drops, people who have yet to register
3. You can always back yourself out of the worksheet so play with it until you are familiar with the process.