

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.