Process Name: Student Registration
Date: September 13, 2005
Time: 3:26pm
Location: ACR207
Participants:
Session Lead:

Narrative/Description: Student ready to register. If an RGC student, they have optional orientation and advising. If an Alpine new student, and if an undergraduate student, they must attend orientation. Additionally, students must meet with faculty. All students may register via any approved method. If day/time conflicts, co/pre-requisite or special approvals student must meet with appropriate Department Chair/Dean in order for them to provide appropriate documentation to the Registrar. The Registrar will then perform necessary transactions. Student’s schedule and bill available via the W4S.

Electronic Inputs: Self Services and SIS Plus

Manual/Paper Inputs: Schedule and fees appear on self services and may be printed from Cashier’s Office. Student may submit paper registration form. Approvals submitted in writing or via e-mail.

Key Decision Points (list all): Written approval of conflict overrides

Related Policy(s): SRSU policies and procedures

Interface to Other Systems: N/A

Web Features: Self Services

Electronic Outputs: Student class schedule and CBM 001, 004, 005 and 006 to the THECB (state reports).

Manual/Paper Outputs: Class schedule and billing statement (optional).

Customer(s): Faculty, staff and students

Regulatory Items: Registration procedures

Frequency/Volume: Term based

Potential Break Points: System failure, academic deficiencies, administrative errors

Automation: On line registration, no arena registration

Issues: Registration begins before academic action