

## FACULTY INSTRUCTIONS FOR DAY REGISTRATION

### STEP 1:

Appointments should be scheduled with advisees regarding their progress and necessary course selections for the Spring 2010 semester during the advising period (October 13 – October 30).

### STEP 2:

After consultation with advisees, the registration form should be fully completed, including alternate selections and advisor's signature. **This form should be completed even if the student is registering online.**

### STEP 3:

Time conflicts will not be processed without written permission from **both** instructors. Registration Change Forms ("red cards"), signed by the course instructor, are needed for closed sections of courses. Please be sure that advisees obtain the proper signatures prior to their registration time. Faculty online red-carding is now available. Contact the Registrar's Office at extension 4196 for details.

### STEP 4:

When the registration form is signed and complete, you should **keep the back page of the registration form (pink copy) for your records.**

### STEP 5:

Remind advisees that advisors should be notified of any changes made in the schedule.