



OHIO
UNIVERSITY

Office of the University Registrar

E-mail Announcement

Date: January 25, 2012
To: Colleges, Departments, & Regional Student Services Offices
From: Michael Wickham, Assistant Registrar for Registration
Subject: Spring Quarter 2011-12 Priority Registration

Priority registration for Spring Quarter 2011-12 will begin Tuesday, February 7, 2012, at 7:30 a.m. Students will be sent an e-mail indicating to check their My OHIO Student Center for their enrollment appointment time. A faculty member assigned as the official advisor in PeopleSoft has access to view the enrollment appointment time of their advisees in the Faculty & Advising Center.

Also, each term before students may register the **advisor must clear a priority registration advising hold**, if one exists, in the Faculty & Advising Center. Registration Access Code (RAC) is no longer needed for registration.

The Registrar's Office releases students to register in groups based on appointment time. Once a student's group opens (and the registration hold is cleared) the student may register at that time or any time thereafter using the My OHIO Student Center.

I am attaching two reports which are also posted on the Registrar's website:

1. [Registration Schedule for Spring Quarter 2011-12](#)

This report can be used to help students determine when they can register for classes. It lists by hours earned the time at which the student may begin to register by Web Registration. Students' registration times also appear on the DARS reports that students obtain from their advisors.

2. [Enrollment Appointment Projections for Spring Quarter 2011-12](#)

This report includes the following information:

Registration Time:

Indicates the time and day the registration group can begin to register.

Accumulated Hours Earned:

Indicates the total accumulated hours earned for the students within each registration group. Note that this does not include current registration.

Reg Group:

Indicates the group code for students within each registration group.

Number of Students in Reg Group:

Indicates the total number of students eligible to begin the registration process at this time.

Number of Students Already Eligible to Register:

Indicates the total number of students whose registration time has begun.

Number of Students Yet to Become Eligible to Register:

Indicates the total number of students whose registration time has not begun.

Please **share the attached registration information** with others in your college or on your campus.

These reports are also available on the Office of the University Registrar home page,

www.ohiou.edu/registrar. If you have any questions please contact me.

Michael Wickham

Assistant Registrar for Registration

Office of the University Registrar

Ohio University

115F Chubb Hall

Athens, OH 45701

tel 740-593-4183

fax 740-593-0216

wickham@ohio.edu

<http://www.ohio.edu/registrar>