



**OHIO**  
UNIVERSITY

Office of the University Registrar

## E-mail Announcement

**Date:** October 12, 2011  
**To:** Departments, Schools, Colleges, and Regional Student Services Offices  
**From:** Michael Wickham, Assistant Registrar for Registration  
**Subject:** Winter Quarter Priority Registration

Departments, Schools, Colleges, & Regional Student Services Offices,

Priority registration for Winter Quarter 2011-12 will begin Monday, October 24, 2011, at 7:30 a.m. Students have been 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 Winter 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 for classes.

2. Registration Projections for Winter 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 currently enrolled hours.

**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](http://www.ohiou.edu/registrar) from the Registration Access Schedule link in the middle column. If you have any questions, please contact me.

Mike

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