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Office of the University Registrar

E-mail Announcement

Date: October 15, 2009
To: Departments, Colleges, & Regional Student Services Offices
From: Michael Wickham, Assistant Registrar for Registration
Subject: Winter Quarter 2009-10 Priority Registration

Please share this e-mail with others who may find the information useful.

Priority registration for Winter Quarter 2009-10 will begin Monday, October 26, 2009, at 7:30 a.m. All students wanting to register must use Web Registration.

The Registrar's Office releases students to register in groups. Once a student's group opens the student may register at that time or any time thereafter that Web Registration is available. The student's DARS report indicates the time at which the student may begin to register by Web Registration as well as their current Registration Access Code (RAC).

PLEASE NOTE THAT SOME PRINTED DARS REPORTS MAY LIST PRIORITY REGISTRATION ACCESS OPEN AS "TO BE DETERMINED." THIS ERROR HAS SINCE BEEN CORRECTED. AN EMAIL IS BEING SENT TO STUDENTS WITH CORRECT ACCESS TIME AND DAY FOR WINTER QUARTER 2009-10. A DARS REPORT WITH UPDATED PRIORITY REGISTRATION TIME AND DAY IS AVAILABLE TO STUDENTS WHEN THEY GO TO www.ohio.edu/registrar AND SELECT MyDARS UNDER ONLINE SERVICES. ALSO, PLEASE ADVISE STUDENTS UPDATED ACCESS TIME AND DAY INFORMATION IS AVAILABLE WHEN THEY GO TO www.ohio.edu/registrar AND SELECT MyRegistration & Advising information UNDER ONLINE SERVICES. THE STUDENT SUMMARY SCREEN (STUD/ZSTD) IN SIS IS ALSO CORRECT.

I am attaching two reports: [available online <http://www.ohio.edu/registrar/regschedtimes.cfm>]

1. Registration Schedule for Winter Quarter 2009-10.

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. Web Registration Projections for Winter Quarter 2009-10.

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.