Date: October 16, 2013

To: Colleges, Departments/Schools, and Regional Student Services Offices

From: Michael Wickham, Assistant Registrar for Registration

Subject: Spring Semester 2013-14 Priority Registration

Priority registration for Spring Semester 2013-14 will begin Monday, October 28, 2013; 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.

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 [links available below] two reports which are also posted on the Registrar’s website:

1. **Registration Schedule for Spring Semester 2013-14**
   
   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 on their My OHIO Student Center.

2. **Enrollment Appointment Projections for Spring Semester 2013-14**
   
   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.

Finally, if you process Re-enrollment Forms you may begin doing so now for Spring Semester. Our office will be assigning enrollment appointments on a daily basis for term activations processed during the advising and priority registration period. If you do not see an appointment, please check by the end of the next day.

If you have any questions please contact me.

Michael Wickham
Assistant Registrar for Registration