Date: May 4, 2012

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

From: Mike Wickham, Assistant Registrar for Registration

Subject: Fall Semester 2012-13 Priority Registration

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

Priority registration for Fall Semester 2012-13 will begin Tuesday, May 14, 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 (This will become available prior to Monday).

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: [Reports were attached to original email; links are provided for this posting.]


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.


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.

Mike

-----------------------------------------------
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