Registration Procedures Update!

Spring 2017 and beyond
Same Tools, Different Labels
We will now just refer to our processes as **registration** and **drop-add** just like the rest of the higher education world with all tools available via the existing MyFurman portal.
Advisees = permission to register box after meeting with advisor
Showing students how to access and use the registration tool
Students should visit registrar.furman.edu and click on Registration.
to access detailed instructions about using the MyFurman tool for all parts of the registration process.
• Students initial opportunity to register by their class standing (senior, junior, sophomore and then freshman) based on when they arrived at Furman

• Within the class standing windows, students will be further prioritized
  • CPR
  • CLP compliant (4 or more per semester)
  • CLP deficient

• Inside priority groups (class standing and CLP compliance) students will be randomly assigned start times.
Staggered start times based on registration priority

- One set of priority groups by class standing starts per week.
- Once a student registration window opens, it remains open.
- Registration windows will open between 5:30PM and 10:30PM on designated Mondays, Tuesdays, Wednesdays and Thursdays.
- Students will be notified of their individual start times via email at least 2 days in advance of their window. No more than 50 students will share the same start time.
Registration is LIVE!

- Course sections are added and dropped in real time.

- Course listings immediately reflect this activity.

- Advising to what is left between weeks is still possible, while it will become a difficult tactic to implement within each week.

- Begin talking with students about possibilities and their plan for action, beware of attempting to map out a section-specific plan and fielding panicked communications about filled course sections during start time windows.
Registration will close completely in early June for each fall semester and then again in mid-December for spring.

Once registration closes initially, any student expected to register who has not will be subject to withdrawal from the university and a late registration fee.

Drop-add will recommence the second Monday of August for fall and the first work day of January for spring.

Web-based drop-add extends to 5% (4 class days) of the semester, restricted drop-add extends to 15% (11 class days) of the semester. Course withdrawal deadline is 70% (49 class days) of the semester.
Registration restrictions

- Departments or programs can limit enrollment, on or off, by any criteria they see fit.

- We will have no mechanism to filter in so many of these students or so many of those students.

- If the criteria can be identified in Colleague (such as anticipated completion date or state of residence), we can write and apply restriction rules to web-based registration.

- If the criteria cannot be identified in the database or in any attempt to filter enrollment, we will place a department/instructor permission required rule in place which will disable all web-based registration.
We will continue to use registration by invitation as a mechanism to enroll students in course sections they need prior to opening registration to any students.

Registration by invitation is student placement in specific section outside of the prioritized registration system at department or program direction to achieve specific goals (example: senior seminars, individualized instruction).

All students must be manually registered if department/instructor permission is turned on. A note will be added to the course listings for each section accordingly.

We will discourage adding and removing rules during the registration process, encouraging the rule to be in place or not in place throughout the entire period.
Enrollment gating

- Enrollment gating as we know it where course section stated enrollment capacity was modified throughout the initial registration period has been discontinued.

- The stated enrollment capacity for all course sections should not deviate from the beginning to the very end of the registration/drop-add process.

- Capacities may be modified for fall registration in the spring to save seats for incoming new students will be permissible.
More questions?

Contact us. We are always glad to help!

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