Campus Key Registration

A Quick Reference

Easy Steps to Registering Your Students

DECLARE MAJOR (Admissions>Single Student Record Maintenance>Declare Major)

1. Make sure the student's program of study is correct. Program-UND Option-NCA for all non-degree seeking students. Advisors can change this pathway/program if the student's program has changed.

2. Choose to accept them to the program if they are an Academic Student. If the student is a Career Tech or Nursing student, check with the appropriate Dean. If this option gives you an error, send them to the Registrar to check their applications and required documents.

3. Select a Transfer Option if such applies to the student's program pathway.

4. Choose the correct catalog. It is <u>ESSENTIAL</u> that this is correct! *This will drive the student's degree plan.*

5. Choose the enrollment intent. Students you advise will be either Degree Seeking or Non-Degree-Seeking.
For Program-UND Option-NCA this option must be Non-Degree-Seeking.

6. Choose a minor if the student is a General College student who is waiting for acceptance into a specific program. That program will be the student's minor.

7. Ensure the advisor is correct. Enter the advisor by the advisor code or by typing in the last name of the advisor for the specified program and using the dropdown box. You may choose the option to Auto-Assign an advisor if you are unsure of the advisors for the particular program.

8. Select Update. This is all you need to edit on this page.

ADVISOR INFO CENTER (Inquiry>Info Centers>Advisor Info Center)

1. Find the student in your advisee list. If the student is not your advisee choose the tab Add Non-Advisee. Enter the student's ID or enter by name and choose from the dropdown box and this will add the student to your advisee list.

Use the mini menu to the left of the student's name and access the student's Degree Plan. Review this Degree Plan to make sure that the student is aware of what is required in the particular program. From these requirements you will need to arrange a schedule with the student that is within this plan before returning to your advisee list and continuing with the registration process.

2. Click the mini-menu to the left of the student's name and choose Registration. Click Go on the next page.

3. Enter the course at the bottom by choosing Select Course (or directly by entering the department code, course number, section number, and click Add Course—if you use this option to add courses, skip to step 6).

4. Choose the search criteria for the course you are looking for and Submit.

5. View the list of courses and select Add to the left of the course you would like to add to the schedule.

6. Repeat for all courses.

7. Choose Continue at the bottom of the student information page below the schedule when you are finished.

8. Print the schedule and give it to the student.

***From the mini menu to the left of the student's name an instructor can Update Authorization to allow or disallow a student to register themselves online for a specific term. ***Advisors can make any changes to the schedule at any time prior to the end of the drop/add period. The process is repeated to add any new courses. After the drop/add period all changes have to be made through the Registrar.