



Advancing Global Higher Education

New Student Registration and Orientation

Results of the AACRAO April 2016 60-Second Survey



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Introduction

One of the well-attended sessions at the recent annual conference in Phoenix was entitled *All Aboard: Registration Models for First Semester Students* ([Session#4520, Tues. 8:00 a.m.](#)). The session covered how two institutions register domestic, first-semester students before, or in place of, on-campus orientation either through self-registration, registration by the institution on behalf of the student, or a combination of the two. This month's survey stemmed from this session and our interest in capturing a snapshot of the prevalence of these models (Appendix A).

The survey focused on two different practices: 1) self-registration and orientation practices for first-time, domestic, new and transfer undergraduate and graduate students, and 2) registration by the institution on behalf of first-time, domestic, new and transfer undergraduate and graduate students and the orientation practices for this population.

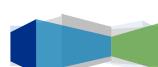
After cleaning the data, there are 868 viable responses representing different institutions and/or different practices within an institution varying by college/department. Participants are from several countries and a variety of institutional types (Appendix B and C).

Key Findings Self-Registration

- There is a wide variety in self-registration and orientation practices.
- In the aggregate, slightly more than half let freshmen to partially or completely self-register and almost two-thirds allow new graduate students to do the same.
- Lower-division-only institutions are more likely to allow freshmen to self-register than other types of institutions.
- On the whole, almost 3 out of 4 require freshmen to meet with an advisor before registering.
- Slightly more than half require new graduate students to meet with an advisor before registering.
- In-person orientation is still required for more than half of the self-registering freshmen. This practice is slightly less common for lower-division-only institutions.

Key Findings Registration on Behalf of the Student

- On the whole, 12% of institutions saw an increase in yield by providing either complete or partial registration on behalf of the student practices instead of self-registration. The majority saw no change in yield (87%).
- 6 out of 10 either partially or completely register freshmen on behalf of the student. This is much less common for the undergraduate transfer population and slightly less common for graduate students.



- Almost three-quarters required in-person orientation for freshman who have been registered in-part or in-whole by the institution.
- Registrar staff and advisors are more likely than other areas to be responsible for completing the registration on behalf of the student.

Results

The aggregate results differentiated by new, transfer, undergraduate and graduate practices are presented in summary tables and figures on the following pages. In addition, because the orientation and registration practices of lower-division-only institutions can vary considerably from comprehensive institutions, the results from these institutions have been extracted from the aggregate and presented separately. This data may provide different insights if it is further disaggregated by other institutional characteristics. Please contact Wendy Kilgore (wendyk@aacrao.org) if you have interest in seeing the data disaggregated differently than how is has been provided in this report.

Self-registration and Orientation Practices

Table 1: Self-registration practice by first-time, domestic student type*

	Yes, fully	Yes, partially	Yes, it is a mix of fully and partially varying by student situation	No	Count
Freshmen	26%	13%	13%	49%	814
Undergraduate transfer	36%	10%	14%	40%	804
Graduate new	46%	6%	10%	37%	575
Graduate transfer	47%	6%	10%	37%	517

*Those who selected “N/A (we don’t have this student population” have been removed from the total and percentage calculation

Table 2: Self-registration practice by first-time, domestic student type - lower-division-only institutions)*

	Yes, fully	Yes, partially	Yes, it is a mix of fully and partially varying by student situation	No	Count
Freshmen	33%	7%	22%	38%	135
Undergraduate transfer	38%	8%	20%	34%	130

*Those who selected “N/A (we don’t have this student population” have been removed from the total and percentage calculation

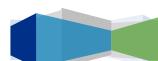


Table 3: Requirement of student to consult with an advisor before registering

	Yes, in person	Yes, virtually	Yes, either virtually or in person	No, not required	Count
Freshmen	35%	3%	36%	26%	425
Undergraduate transfer	24%	4%	45%	27%	470
Graduate new	13%	4%	42%	42%	352
Graduate transfer	12%	5%	43%	40%	319

Table 4: Requirement of student to consult with an advisor before registering – lower division only

	Yes, in person	Yes, virtually	Yes, either virtually or in person	No, not required	Count
Freshmen	29%	0%	41%	29%	85
Undergraduate transfer	18%	3%	45%	34%	73

Table 5: Method for self-registration (all that apply)

	Through the student portal BEFORE orientation	Through the student portal DURING orientation	Through the student portal AFTER orientation	Through the student portal at ANY TIME. Orientation is not required.	Other time and method	Count
Freshmen	31%	48%	27%	15%	6%	413
Undergraduate transfer	30%	35%	26%	29%	9%	460
Graduate new	24%	14%	16%	51%	12%	344
Graduate transfer	22%	13%	15%	53%	11%	312

Table 5: Method for self-registration – lower division only (all that apply)

	Through the student portal BEFORE orientation	Through the student portal DURING orientation	Through the student portal AFTER orientation	Through the student portal at ANY TIME. Orientation is not required.	Other time and method	Count
Freshmen	29%	34%	35%	24%	4%	82
Undergraduate transfer	20%	23%	31%	42%	8%	74

Table 6: Orientation for self-registered students (all that apply)

	In-person orientation REQUIRED	In-person orientation OPTIONAL	Online orientation REQUIRED	Online orientation OPTIONAL	Hybrid of in person and online REQUIRED	Hybrid of in person and online OPTIONAL	None - no orientation	Count
Freshmen	66%	20%	8%	7%	9%	3%	2%	415
Undergraduate transfer	44%	33%	9%	7%	9%	6%	6%	460
Graduate new	22%	25%	4%	6%	10%	9%	32%	338
Graduate transfer	20%	24%	4%	6%	9%	8%	35%	308

Table 7: Orientation for self-registered students – lower division only (all that apply)

	In-person orientation REQUIRED	In-person orientation OPTIONAL	Online orientation REQUIRED	Online orientation OPTIONAL	Hybrid of in person and online REQUIRED	Hybrid of in person and online OPTIONAL	None - no orientation	Count
Freshmen	44%	27%	19%	13%	8%	4%	5%	84
Undergraduate transfer	25%	41%	15%	18%	5%	7%	13%	76

Additional comments on self-registration practices reside in Appendix D.

Registration Practices by the Institution on Behalf of Students

Table 8: Registration by the institution on behalf of students*

	Yes, fully	Yes, partially	Yes, it is a mix of fully and partially varying by student situation	No	Count
Freshmen	30%	13%	18%	39%	766
Undergraduate transfer	21%	10%	19%	49%	763
Graduate new	23%	8%	15%	54%	550
Graduate transfer	20%	7%	16%	57%	488

*Those who selected “N/A (we don’t have this student population” have been removed from the total and percentage calculation

Table 8: Registration by the institution on behalf of students – lower division only*

	Yes, fully	Yes, partially	Yes, it is a mix of fully and partially varying by student situation	No	Count
Freshmen	12%	5%	24%	59%	124
Undergraduate transfer	8%	7%	21%	64%	121

*Those who selected “N/A (we don’t have this student population” have been removed from the total and percentage calculation

Table 9: Advisor involvement in the registration on behalf of the student process

	Yes	No	Count
Freshmen	79%	21%	469
Undergraduate transfer	84%	16%	382
Graduate new	75%	25%	254
Graduate transfer	79%	21%	209



Table 10: Advisor involvement in the registration on behalf of the student process – lower division only

	Yes	No	Count
Freshmen	91%	9%	53
Undergraduate transfer	91%	10%	42

Table 11: Orientation practices for students who have been registered for classes by the institution (all that apply)

	In-person orientation REQUIRED	In-person orientation OPTIONAL	Online orientation REQUIRED	Online orientation OPTIONAL	Hybrid of in person and online REQUIRED	Hybrid of in person and online OPTIONAL	None - no orientation	Count
Freshmen	72%	14%	7%	6%	9%	2%	1%	466
Undergraduate transfer	55%	25%	5%	8%	11%	5%	3%	381
Graduate new	34%	18%	6%	8%	14%	6%	21%	250
Graduate transfer	29%	21%	6%	9%	15%	7%	22%	205

Table 12: Orientation practices for students who have been registered for classes by the institution – lower division only (all that apply)

	In-person orientation REQUIRED	In-person orientation OPTIONAL	Online orientation REQUIRED	Online orientation OPTIONAL	Hybrid of in person and online REQUIRED	Hybrid of in person and online OPTIONAL	None - no orientation	Count
Freshmen	61%	26%	12%	14%	8%	4%	2%	51
Undergraduate transfer	38%	41%	5%	19%	5%	5%	10%	42

Table 13: Who completes the registration process for students (all that apply)

	Registrar's Office	Advisors	School or College	Other	Count
Freshmen	59%	53%	14%	12%	466
Undergraduate transfer	58%	53%	13%	10%	382
Graduate new	53%	39%	30%	7%	249
Graduate transfer	51%	42%	33%	8%	205

Table 14: Who completes the registration process for students – lower division only (all that apply)

	Registrar's Office	Advisors	School or College	Other	Count
Freshmen	61%	67%	8%	10%	51
Undergraduate transfer	63%	63%	5%	9%	43

Institutions for which this registration on behalf of the student practice was relatively new were asked to indicate if they have observed any change in yield as a result of the practice (Figures 1 and 2).

Figure 1: Change in Yield Related to Adoption of Registration on Behalf of the Student Practice (n=442)

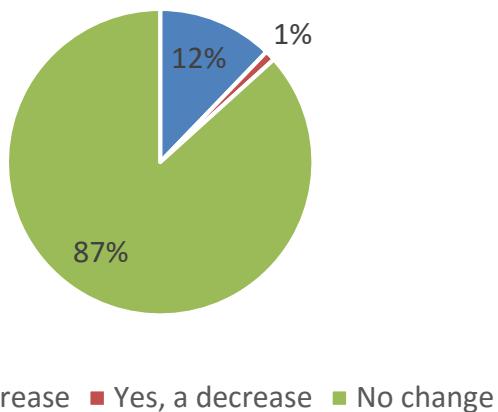
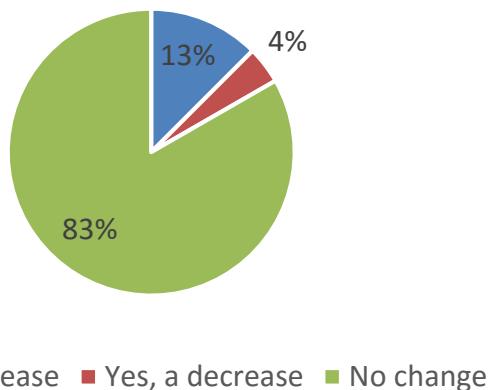
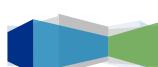


Figure 2: Change in Yield Related to Adoption of Registration on Behalf of the Student Practice – lower division only (n=48)



Appendix E contains the additional comments about this practice. Questions regarding this or other AACRAO research should be directed to Wendy Kilgore, AACRAO Director of Research, at wendyk@aacrao.org.



Appendix A: AACRAO April 2016 60-Second Survey

60-Second Survey: Registration and Orientation Models for First-Time Domestic Students

Introduction

One of the well-attended sessions at the recent annual conference in Phoenix was entitled "All Aboard: Registration Models for First Semester Students" (Session#4520) by AACRAO members Susan Dorsey from the University of Colorado Boulder and Kara Saunders from the University at Buffalo. This session is the impetus for this month's 60-Second Survey. Both of these institutions register domestic first semester students before, or in place of, on campus orientation either through self-registration, registration by the institution on behalf of the student, or a combination of the two. We are interested in capturing a snap-shot of the prevalence of these models.

Self-Registration

Does your institution allow any first-time domestic students to fully or partially self-register for courses?

	Yes, fully	Yes, partially	Yes, it is a mix of fully and partially varying by student situation	No	N/A (we don't have this student population)
Freshmen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Undergraduate transfer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graduate new	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graduate transfer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

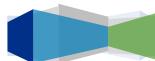
Are these students required to consult with an advisor, virtually or in person, before registering for courses?

	Yes, in person	Yes, virtually	Yes, either virtually or in person	No, not required
Freshmen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Undergraduate transfer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graduate new	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graduate transfer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

When and how do these students self-register?

(check all that apply)

	Through the student portal BEFORE orientation	Through the student portal DURING orientation	Through the student portal AFTER orientation	Through the student portal at ANY TIME. Orientation is not required.	Other time and method
Freshmen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate new	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



What type of orientation is available and/or required for these students?
(check all that apply)

	In-person orientation REQUIRED	In-person orientation OPTIONAL	Online orientation REQUIRED	Online orientation OPTIONAL	Hybrid of in person and online REQUIRED	Hybrid of in person and online OPTIONAL	None - no orientation
Freshmen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate new	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments about your institution's student self-registration process:

First Time Registration by Institution on Behalf of Student

Does your institution fully or partially complete registration for first-time domestic students on behalf of the student?

	Yes, fully	Yes, partially	Yes, it is a mix of fully and partially varying by student situation	No	N/A (we don't have this student population)
Freshmen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Undergraduate transfer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graduate new	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graduate transfer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Are advisors involved in the registration on behalf of the student process?

	Yes	No
Freshmen	<input type="radio"/>	<input type="radio"/>
Undergraduate transfer	<input type="radio"/>	<input type="radio"/>
Graduate new	<input type="radio"/>	<input type="radio"/>
Graduate transfer	<input type="radio"/>	<input type="radio"/>

What type of orientation is available and/or required for these students?
(check all that apply)

	In-person orientation REQUIRED	In-person orientation OPTIONAL	Online orientation REQUIRED	Online orientation OPTIONAL	Hybrid of in person and online REQUIRED	Hybrid of in person and online OPTIONAL	None - no orientation
Freshmen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate new	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Who completes the registration process for students?

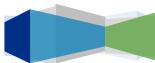
If more than one entity of those listed below is involved with registering the student, please check all that apply.

	Registrar's Office	Advisors	School or College	Other
Freshmen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate new	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If this is a relatively new practice for your institution, have you seen any change in yield as a result of implementing this practice?

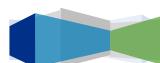
- Yes, an increase
- Yes, a decrease
- No change

Comments about your institution's registration on behalf of the student process:

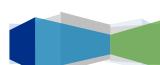


Appendix B: Respondent Count by Country, State/Province

	Count
Antigua and Barbuda	1
Armenia	1
Australia	1
Bahamas	1
Bulgaria	1
Canada	29
AB	8
BC	9
MB	2
NL	1
ON	6
QC	2
SK	1
Costa Rica	1
Cote d'Ivoire	1
Egypt	1
Germany	1
Grenada	1
Hong Kong	1
Italy	1
Jamaica	1
Lebanon	2
Mexico	2
Netherlands Antilles	1
Puerto Rico	5
Qatar	1
Singapore	1
Switzerland	1
United Arab Emirates	2
United Kingdom	2
United States	808
AK	3
AL	12
AR	8
AZ	12
CA	58
CO	20
CT	6
DC	1
DE	2
FL	20
GA	16

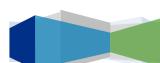


HI	3
IA	16
ID	7
IL	43
IN	20
KS	18
KY	11
LA	1
MA	36
MD	18
ME	7
MI	15
MN	24
MO	23
MS	2
MT	5
NC	27
NE	9
NH	2
NJ	12
NM	6
NV	5
NY	74
OH	36
OK	8
OR	14
PA	56
RI	4
SC	9
SD	5
TN	18
TX	36
UT	5
VA	28
VT	4
WA	15
WI	17
WV	9
WY	2
Northern Marianas	1
Grand Total	868



Appendix C: Respondent Count by Institution Type, Size and Control

	Count
Lower Division Only	136
Under 1,000	22
Public	8
Private, not-for-profit	11
Private, proprietary	3
1,000 - 2,499	32
Public	32
2,500 - 4,999	37
Public	36
Private, proprietary	1
5,000 - 9,999	29
Public	28
Private, not-for-profit	1
10,000 - 19,999	16
Public	14
Private, not-for-profit	1
Private, proprietary	1
Undergraduate	159
Under 1,000	62
Public	7
Private, not-for-profit	47
Private, proprietary	8
1,000 - 2,499	70
Public	13
Private, not-for-profit	56
Private, proprietary	1
2,500 - 4,999	16
Public	6
Private, not-for-profit	8
Private, proprietary	2
5,000 - 9,999	4
Public	4
10,000 - 19,999	5
Public	2
Private, not-for-profit	3
20,000+	2
Public	2
Undergraduate, Graduate and/or Professional	539
Under 1,000	61
Private, not-for-profit	51
Private, proprietary	10



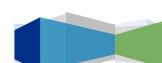
1,000 - 2,499	125
Public	11
Private, not-for-profit	109
Private, proprietary	5
2,500 - 4,999	95
Public	21
Private, not-for-profit	73
Private, proprietary	1
5,000 - 9,999	109
Public	63
Private, not-for-profit	46
10,000 - 19,999	74
Public	56
Private, not-for-profit	16
Private, proprietary	2
20,000+	75
Public	68
Private, not-for-profit	6
Private, proprietary	1
Graduate and/or Professional	27
Under 1,000	22
Public	1
Private, not-for-profit	17
Private, proprietary	4
1,000 - 2,499	4
Public	1
Private, not-for-profit	3
2,500 - 4,999	1
Public	1
Other	7
Under 1,000	3
Public	2
Private, proprietary	1
1,000 - 2,499	2
Public	1
Private, not-for-profit	1
5,000 - 9,999	2
Public	1
Private, not-for-profit	1
Grand Total	868



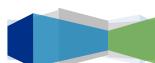
Appendix D: Additional Comments on Self-Registration Practice*

*Raw data

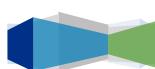
First year JD students are enrolled in classes by the institution due to a required first year curriculum.
Incoming first year students provide preferences for their required first year seminar, as well as preferences for math, language and science. We enroll them as necessary over the summer and they complete their schedules through our portal during orientation.
Students may also register in person with an advisor or front line staff person.
My favorite phrase is "it depends". First-time, degree/certificate seeking students are required to participate in a new student orientation in a face-to-face setting. Exceptions are made, an online version is available. Students in vocational areas, transfer students or who say they are just taking courses are exempt from orientation requirements.
We have students first meet with an academic advisor, choose classes and then visit a computer lab on campus and register sections of the previously approved courses.
For students unable to travel to campus for in-person orientation during the summer, we will work with them via online and phone resources to get them registered. All students also meet with an advisor once arriving on campus to begin the term.
We pre-register undergraduate students prior to orientation.
Students are sent a registration guide with instructions and are expected to use it for registering. The students may consult an advisor but it is not necessary. Students are also sent Plans of Study from their respective departments detailing a trimester by trimester sequence of courses that should take. If students choose to modify their schedule then consultation with an advisor is highly recommended.
A lot of variation among graduate programs...some have orientation some do not.
Freshmen and transfer undergraduates receive group advising and course selection recommendations. Graduate students may self-register at any time, but are strongly advised to meet with their graduate program coordinator to complete a plan of study prior to registering for their first semester of coursework. Undergraduate registration is controlled through online registration access codes that are not provided to students until the day of the in person orientation for which they are signed up.
We have a month long summer advising period. Advisors Skype with incoming undergraduates to talk about interests and course selection. The students register while on the Skype call - the advisors can help, in the moment. Prior to getting to the Skype call, the students must complete an online Summer Advising Tutorial course that walks them though placement tests, the catalog course selection process, among other things.
No orientation required but must send in transcript or take the placement exam.
While advising during summer registration is not technically required, we have 6 - 8 faculty who are available by phone or email to advise students regarding their registration questions. This is in addition to the Registrar's Office and Student Affairs staffs who are also available for assistance.
We allow only juniors and seniors to self-register. All freshmen and sophomores must be registered by an academic advisor.
We have some groups that are registered into specific program courses, so they are assisted. We have a freshman registration/orientation for new incoming students every June, is optional but recommended. Have a transfer orientation where we assist with registration if requested.



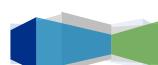
Undergraduate students register during one of seven summer orientation sessions. First year law students are registered by the law school. Other graduate students register themselves, often after speaking with an advisor.
We offer to all students course advising services prior to registration which is optional.
We have a month long Autumn Term where first year students take a course with their faculty mentor (advisor) and participate in student engagement activities. They meet with their faculty mentor to receive their code for registration and plan out their schedule during Autumn Term.
While we currently have an online summer registration, we are not happy with it and are exploring other options.
New graduate and graduate transfer students use an online web form to register for the first time. Their initial courses must be approved by our graduate student advisor.
Freshmen self-register for one introductory course on their own early in the process which determines who their advisor will be. Then they are required to receive the advisor's approval for their remaining course selections.
The students like the personal touch of meeting with our advisors...help ease them into college :).
Our incoming freshmen mostly attend Orientation. We pre-schedule for some required courses, and then the students meet in groups with advisors to finish their schedule with electives. Our incoming transfer students meet individually with an academic advisor to get scheduled fully.
First time freshmen have a registration hold to prevent those from registering without attending orientation. Should a student fail to attend any orientation then their hold is lifted after every orientation session scheduled for the season has finished. These students are still required to meet in-person with an advisor.
Students who place at the lowest level of developmental English must complete a mandatory orientation specific to their needs. Student who place into any level of developmental English (we have two levels) must meet with a counselor first before first-time registration.
We will be using this model for the first time for Fall 2016. We will register students for courses required in their major and give them instructions to register for core courses online.
Students register during an assigned enrollment window which is not connected with the orientation schedule.
We encourage incoming students to come to our Advising and Registration Days to meet with advisors and the Registrar's office to receive assistance with online registration. These occur once in April, May and June each. If they can't attend, we work with them on the phone to create a schedule and we enter it for them.
Majority of our students attend our on-campus summer orientation; however, they are not required to attend. For students who cannot attend, they work with an academic adviser via phone or Skype to put together a schedule.
For UG students we do make a few exceptions to allow pre-registration. This could be for out-of-state students or for military affiliated students. In some cases advisors will pre-register students in classes and then finalize schedule in person.
For GR - it varies greatly by department and program. The general in-person orientation is optional. But for students with assistantships there may be required sessions.
There is new assessment testing which might change our process to seeing an advisor first, even before testing.
Students can self-register up to a month prior to orientation.



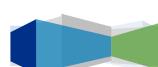
In-person orientation required of all first-time students unless they are planning to take only online courses and then an online orientation is allowed.
Student allowed to register for up to 10 hours using "self-service." The remaining courses to complete a full-load are added by academic counselors before the students arrived in August.
Having incoming students pre-registered by advisers/school staff causes issues when students decide not to attend. Before this pre-registration occurred, we were able to easily determine which students actually decided to attend our institution. Now, we are spending time figuring out who never intended to attend our institution at a time when our office is already overwhelmed with the beginning of the semester regular duties. We also have issues with those students when it is time to register for the next semester because the advisers often do the registration for them, but then there is nobody available to help them when they are registering for the following semester on their own. I don't support pre-registration of students by staff. I believe that students should be responsible and accountable for their own registration and education.
We pre-enroll new freshmen into 9-15 hours before they come to orientation. Transfer students can register after the priority registration period for current students. The graduate registration (advising required or not and orientation required or not) varies by department.
The ABC university currently allows freshmen to register for a first-year seminar prior to coming to campus. They register for the remainder at orientation. We are working on a system to provide advising and registration prior to orientation.
Students who live within a 250 mile radius are required to attend orientation in person. Other students may complete an online orientation once the Student Affairs Office sends the student the logon information.
Orientation sessions for undergraduates (new and transfer) are very strongly encouraged. We do have an 'alternate' orientation session through which undergraduate students can self-register via their student portal. Some graduate programs allow students to 'test the waters' before applying for formal admission. Other graduate programs will not allow students to enroll before having been admitted, and those students receive direct, intense interaction (typically through email) with a new student advisor.
We enroll our TR students in an initial slate of courses, then allow them to make changes on the student portal. It gives them a starting place, but we know they're going to make alterations. We will take changes over the phone and email, too. This is possible because our transfer group in the fall is relatively small (20-40 students most years).
Students must obtain an "Alternate" PIN from the faculty advisor to web register both as new students and as returning students.
Our Transfer Specialist registers them after evaluating their transcripts, then contacts them and lets them know their transcripts are evaluated and courses registered. They are able to go in and adjust their schedules if they want to change it around.
Freshmen classes are part of a cohort model, so we pre-register them into their cohort classes, and they select electives for the rest of their classes. After the first semester, freshmen students can register online after meeting with an advisor.
We block register most program students with prescribed programs. Self-registration happens for General Studies and General Business students as well as for students to choose electives. Only students who need to meet with an advisor prior to registration are our upgrading students.



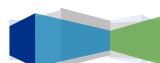
<p>New UG freshmen that cannot come to required orientation must complete an advising form and then are advised by phone. All new freshmen that have a class schedule by July 1 can access student registration online system for add/drops.</p>
<p>New TR students must be advised either in person or by phone before orientation. We highly recommend they schedule orientation session for all of the other benefits of learning more about Baylor, meeting other students, and feeling connected. We have a vibrant Welcome Week for new students that meet the week before fall term.</p>
<p>Our students that enroll prior to orientation are only enrolled in the learning community courses they "apply" to be a part of. The LC office reviews the list of applicants and determines placement. The list is then sent to Registrar to process prior to required orientation.</p>
<p>Student meets with an academic advisor during required in-person orientation to review their registered schedule. Schedule adjustments are made them. We developed web based first-semester curriculum guides by major and/or student cohort (e.g. honor students, conditional admit, etc.) for students to use when registering online prior to orientation.</p>
<p>Undergraduate transfer students may register before orientation, but after communication with an academic advisor. Orientation is still required even if the student registers in advance.</p>
<p>At XYZ university we have 6 faculties. Two faculties have considerable flexibility in selection of first year courses. They gather student course selection electronically, vet it with the student (online) and upload the courses to our Student Records system. This activity focuses on core/required courses. The other 4 faculties have more prescribed course requirements. Core courses are "pre-blocked" into their schedule. Advisors are available for consultation when electives are being chosen but they do not vet the courses. First year students and new transfer students have access to course enrollment on our Student Record system one week before upper year students. They are encouraged to take advantage of this special window to ensure that they have access to elective courses (for those not already vetted and uploaded). Each faculty provides guides to assist students in course selection, based on the program of their choice (online).</p>
<p>Many years ago, we tried enrolling freshman for two courses; students were not required to keep those courses, so many of them dropped in favor of other courses. It was a waste of time in that there was no mechanism to hold the students in those courses. There is renewed talk about this...</p>
<p>We used to allow self-registration without restriction (beyond enforced prerequisites), but are trying to increase our contact with the students.</p>
<p>Most of the Graduate Orientations are done right before the start of the semester and the students are already registered.</p>
<p>Registration for new students (freshmen and transfer) occurs prior to orientation. Portal is not used, but students meet an advisor and register either in person, by e-mail, or by phone. Portal training is included in the first-year experience course (required for freshmen) and the "second-year" experience course (required for transfer students).</p>
<p>The vast majority of our new students do choose to attend orientation, where they have sessions which help them learn to build a schedule, and they have access to academic advisors who can assist them with the selection process. However, even those who attend orientation register on their own, largely after orientation is over, and it is not required for any student.</p>
<p>First-year (freshmen) students participate in a SKYPE virtual advising consult over the summer after which they are registered by academic advising staff into their academic classes/electives (including 2 req'd first-year seminar classes, 1 global learning & 1 leadership studies). During in-person orientation, students receive access to the registration portal and have the option to change elective courses themselves if desired.</p>



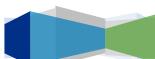
Since we have multiple calendars, some programs are not able to use online registration because the system can't accommodate the different date restrictions.
Most new students meet with their adviser to register initially. They may make changes during drop-add.
Students are communicated to via email by their academic advisor. Students are emailed their program plan in preparation for enrolled. Transfer students receive an email transfer credit evaluation with program plan.
Transfers with 30 or fewer credits are required to have advising and attend orientation
There is no online registration for new students. All registrations are on paper. First Year students are registered by the professional advising staff based on test scores, major chosen, placement scores, and a questionnaire. Transfers meet with major advisors. Graduates have in person or lockstep registration.
Some non-freshman populations do have a mandatory advising component to complete prior to registration, but this is determined at the college or department level and is not currently a campus-wide requirement.
Freshmen: we pre-register first-year students based on their English and math placements and their stated desired degree; then students can make changes throughout the summer via the Student Portal. We offer 4-5 summer advising days and encourage them to attend, but it is not required. Transfers: we encourage transfers to either attend a summer advising day or consult with an advisor online, via phone, or in person regarding their transfer credits and schedule, but it is not required. We register them for a course that is required of all incoming transfer students, then they can self-register via the Student Portal for everything else. Graduate students are encouraged to consult with an advisor prior to registration. I believe most do, though I am not sure if it is required. They may register themselves via the Student Portal. Orientation for all students is just prior to the start of school.
In person orientation is highly recommended, but students who cannot attend one of the overnight orientation sessions on campus, can register over the phone with academic advisors during one of the 4 evening phone registration/orientation sessions. 75% of our incoming class attends the on campus orientation sessions. There are 6 to choose from.
Orientation, offered both online and live, is required (in one form or another, not both) for graduation. Students are urged to take it before they begin or during their first semester, but we do not have an enforcement mechanism in place.
At a certain point in time, if the student has not registered, we will register him/her for the courses they need to take their first year. Our curriculum is very prescriptive, so it makes it easy for students to know what they need to take.
We require orientation for our populations, but that doesn't mean that every student attends orientation. We have orientation the last business day before school starts, and not in the middle of the summer.
We are in the process of changing our first-year registration process to from student registration during orientation to registration by faculty before orientation.
Most of our undergraduate colleges allow for students to do self-registration in proctored lab settings during orientation. Some colleges, however, schedule the students for classes in the 1:1 advising appointments at orientation. Graduate scheduling varies by department and do not have a coordinated orientation program that includes course registration.
Second-year pharmacy students register for an elective course online. Students transferring into the program also registered for an elective. There is not an orientation for this process, but we do send an



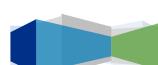
<p>email to students about elective registration process and deadline which includes a step-by-step portal guide PDF.</p>
<p>Undergraduates are pre-registered for their courses but may change courses online during add-drop. Grad students have a one-on-one advising appointment during which they are registered for courses. They too may change registrations during add-drop period.</p>
<p>Our students are told which classes to take in their first semester (via department welcome letter), but are then able to register themselves for their choice of sections.</p>
<p>Main campus students are required to meet with an adviser in order to register for courses for the Freshman and Sophomore years. The Junior year and thereafter, the student may register themselves without an adviser.</p>
<p>Orientation for new undergraduate students is a two day process for freshmen and a one day event for transfers. Academic orientation with advising is a large part of the total orientation schedule culminating in self-registration.</p>
<p>Transfer students who are coming a great distance or aren't able to make it to campus during the summer orientation may complete an online orientation/advising module. They then take a short "test" and the results are provided to our orientation office. Once the office gets the completed "test" then they can allowed access to the registration system for the student.</p>
<p>Student schedules are approved or adjusted at the first advising session, either during summer or fall orientation. Prior to that meeting, seats are reserved, but schedule is not final.</p>
<p>Students are required to go through several modules online before they can schedule an appointment with their advisors. Registration opens during the summer so students are encouraged to make appointments by phone, but some wait until they are on campus. Students who are at risk may be assigned some classes that they have to take, and generally we register the student for those classes.</p>
<p>A few graduate programs require consultation with their graduate program advisor. <i>123 State University</i> is implementing an on-line orientation for New Transfer students who elect to not attend a required orientation.</p>
<p>Students in masters programs in clinical mental health counseling, and those in masters and doctorate programs in clinical psychology register online, and have access to academic advisement to assure they are taking the proper course sequence. Students in all other program (associate's through doctorate) are registered by their academic advisors and notified. Students are asked to confirm their registration for each subsequent term online. Students can make adjustments to their registration with their advisor using the add-drop form prior to the term and during the add-drop period for all programs. On campus orientations that are program-specific are required for master's and doctorate degree seeking students in clinical psychology and counselor education programs. Undergraduate students with fewer than 24-credits have access to and are required to complete an Academic Success Course online prior to being allowed to go to their first classes. All non-clinical and non-counseling students are encouraged to attend a general campus new student orientation. There are program-specific break-out sessions conducted by department chairs.</p>
<p>Incoming students can register for all classes EXCEPT our Aeronautical Science students who can register for all but their flight course which must be set up by an advisor</p>
<p>First-Year students also submit preferences, long before orientation, for which first-year seminars they want....and then are assigned to a first-year seminar section. They cannot change this registration. They then register themselves for their remaining courses.</p>
<p>Our orientation is either in-person or online but students must demonstrate the inability to attend in-person.</p>



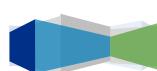
Transfer student has choice of in-person or online required orientation.
Online orientation is only if exception is granted from mandatory in-person orientation.
Freshmen students attend one of 16 New Student Registration (NSR) dates in the summer. During this time they meet with an academic advisor to build a schedule and then register for the courses with assistance from the advisors and peer advisors (currently enrolled upperclassmen hired to assist at NSR).
Students need to register in courses in spring in order to know what their tuition costs will be for the fall semester (and to provide as information for student loans or other funders)
All first-time students, freshmen and transfer, self- pre-register for their first semester courses through the Student portal. The final registration process takes place during Orientation Week, pre-registration provides them the opportunity to get into some classes a bit earlier. Advising Center's staff is available to assist the students in their course selection process.
Timing of orientation is late August, prior to the start of the fall term. Registration in courses for fall term occurs in June.
The majority of our freshmen come to an on campus orientation session where they meet with an advisor and then register themselves through our web portal. They are also assisted by student Orientation Leaders. Those who can't attend a summer session are advised over the phone and then must come to an Orientation session the weekend before classes begin. Transfer undergrads can be advised in person or over the phone by individual appointment, then can do their orientation either the weekend before classes begin or online. Orientation is offered for graduate students but not required.
I can't speak for graduate students, but self-registration works great for our undergraduates. It forces them to understand they need to learn and understand the educational situation from the beginning of their careers. They do this from home over the summer and they have lots of web resources - and an assigned academic advisor that reaches out to them for assistance.
Faculty advisors are an important part of the <i>MNO University</i> education. To strengthen this relationship, students in their first and second years at <i>MNO University</i> are required to have an advising session with their faculty advisor each semester to discuss their academic plan. This advising session offers opportunities to consider multiple issues, including academic major, study abroad programs, exploring possible internships and other related academic planning.
The current highly decentralized and distributed responsibility for advising and registration is detrimental to student success and retention.
Transfer students are encouraged to attend orientation and register at that time but if they miss orientation, they may register after consulting with a faculty advisor.
We give both incoming freshmen and transfers an online advising survey to complete; we then use this survey to guide their first-semester schedule. Additionally, transfer students are working with their respective Dept Chair on course selection for their first semester.
Incoming freshmen and transfer students complete a survey that gathers additional information that will guide our decisions in creating their first course schedule (e.g., involvement in athletics or fine arts, likely working hours). Our Registrar's Office then creates the schedule and sends it to both the student and their academic advisor, in order to reinforce that connection and to provide opportunity for input or adjustment.



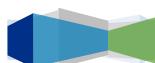
Though students can register themselves if they meet all placement requirements, we do not publicize that and most new students do meet with an advisor first. We prefer that all new students meet with an advisor prior to registration to make sure they understand their degree requirements. Orientation and placement testing/registration are totally separate activities at our school.
We say the in-person orientation is required, but in reality it is optional as some students do not attend and others apply/are admitted after orientation.
Unfortunately our student population has decreased by almost 50% since Fall 2013, due to numerous issues. So our orientation program struggles with timing to get the students to such an organized event. Thus our academic advisers are registering students in advance of orientation, and if you would the "carrot" is gone for them to attend orientation, although it is required. There are no consequences if they do not attend. We do not drop them from their courses because we need there enrollment.
Having first time students register during orientation has been great for us. They have assistance in setting up their email account and work with our planning and registration tool.
At present, we select 50 students to register before orientation occurs. These are students who are "on the fence" about attending our institution.
The advisor registers a student before the student attends orientation but the student has the option to make changes to their schedule if they would like to.
Students are required to attend orientation, if they do not come to the in person orientation they are required to take the online orientation.
For freshmen, there is an optional summer orientation. Both have to attend the fall orientation which is the weekend prior to classes starting.
While we generally require an in-person orientation, we do grant exceptions for students who live at a great distance. Those students are given a brief phone orientation and registration.
We do have a small percentage of our freshman admits who participate in freshman learning communities who are pre-registered in classes by the university.
Undergraduate transfer students are required to contact (by email or telephone) the department chairperson of his/her major to consult on courses for registration and to obtain a registration PIN to access the Banner online registration system.
Some of our colleges and schools require undergraduates and some graduates to be advised prior to registering for classes. So it is not entirely controlled by the level. Some of it is controlled by the college, school or department.
As a small college, I indicated partial because, while the registrar's office creates their first semester schedule, students have the option (after orientation, during the drop/add period) to modify the schedule at their pleasure.
Fall 2015 was the first time our institution allowed undergraduate freshmen to self-register. The advisors are still 'warming' to the idea.
We do not make a difference between domestic students and the rest of students
To clarify, our institution has first-time domestic students to register while at orientation after meeting with an advisor.
Even if some programs are "block" (courses are assigned in a lock-step manner) all students have to participate in the registration process each term by addressing holds and clearing finances/making payment arrangements.
We don't have a portal, but students use our Student Information System to register online. Advisors show students how to register for college seminar and then the student registers for all other courses.



We use an online pre-orientation course that generates a registration PIN when successfully completed. They must complete it and then attend an on-campus orientation. Student must begin registering for classes prior to Orientation.
This will be our second summer of allowing incoming first-year students to self-register online over summer before arrival, in consultation with a summer advisor.
We very seldom have graduate transfer students, but they would I believe follow the new students. The graduate programs currently on campus are very structured.
After Graduate new or Graduate transfer completes self-registration, the advisor will approve or deny the course before it is finalized and appears on the student's schedule
No summer orientation; only a traditional Welcome Week during move-in at fall semester.
Students may opt to come to campus and do the online orientation with a facilitator in the room
Registration for new freshman and undergraduate transfers is the last session of orientation. Registration doesn't open up for those students until that scheduled time on the orientation agenda. This is used as a means to ensure that students attend and remain at orientation.
As a graduate and professional school offering medicine, pharmacy and health-service graduate level programs, the professional programs are all lock-step, so no self-registration. Our graduate programs, on the other hand, allow self-registration via Banner self-service functionality for both required and elective coursework.
We have ROW (Registration Orientation Welcome) sessions throughout the summer for our new freshmen and transfer students and during this time they meet with an advisor and register for classes.
We pre-register students for their freshman seminars, but they are free to change them when they're registering online (therefore I hate that we waste time pre-registering them). We have an in-house built "Course Navigator" that uses the students' placement test scores to guide them in registering for language and math, if they choose to register for those things, and asks questions about their interests to show them open sections that might be of interest. Our students register in small batches (about 24/night) and then I, the Registrar, review their registration the following morning and spend the rest of my day working with students to get them in the right classes, and then we lock their records to editing. Although it is a lot of work for me and for my office, it does get students registered appropriately. If they want to make changes to their schedules once they're on campus, they must first meet with their adviser and enter their registration authorization into the portal, and they can change their classes online again until the end of the drop/add period.
The answers provided are not 100% accurate as individual factors dictate how we allow students to self-register. New students must take a college placement test if they have not successfully completed college-level English or math. If they score at the developmental level in two or more areas, they cannot self-register and need to meet with an advisor. All new students are invited to a college planning, which is a condensed orientation and meeting with an advisor to review placement test scores and select courses. However, students--new or returning--who are college-ready, although encouraged to meet with an advisor before registering, may self-register through the portal. The vast majority of new students do opt to meet with an advisor before registering for classes.
We just recently began (within the last year) pre-loading all of our incoming freshman class into their first semester of classes. We allow incoming transfers to register themselves after a face-to-face orientation. All returning undergraduate students and all graduate students register themselves after advisement.



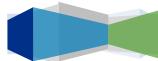
<p>Students are giving instruction about our registration software, how to use it and how to register. They are then required to meet with their advisor to ensure they choose courses that keep them on track toward earning their certificate/degree.</p>
<p>Students register online through self-service with some hands on sessions with advisors to help them navigate the system but it is not required. We recently gave new students first position in the time ticket order, ahead of all other returning students.</p>
<p>We have been doing online registration since the Fall of 2001.</p>
<p>We are planning to move towards a mandatory advising model in the next couple of years.</p>
<p>We allow new freshmen coming to us directly from HS to meet with an advisor and enroll starting in March, even before registration begins for our continuing students. Most new students meet with their advisor and register before attending a summer orientation but some do register after attending orientation...there is no requirement that one happen before the other.</p>
<p>We have a blended model of orientation. For freshmen, the modules related to course selection, timetable planning and registration are available online and are facilitated by advisors. This part of freshmen orientation takes place prior to registration and is strongly recommended but not required. We are planning to make it mandatory in the next couple of years. Additional modules of online orientation open up to freshmen after registration. Undergrad transfer students currently don't have online orientation but we are working on it. They can seek advising prior to registration. Finally all new undergraduates are invited to a one day on campus orientation/welcome day just prior to start of classes. This is optional but strongly recommended. Grad student orientation is at the Faculty/academic department level and varies from optional to required and from before to after registration.</p>
<p>Graduate students are able to register only after meeting with a program advisor (which is technically a form of orientation for both the student and the program). The Graduate students are then allowed to register for their courses through our online student portal.</p>
<p>Our orientation is so packed that incoming students either don't get important information because there is no time to present it, or they get so much that they can't retain it. I'd rather see an on-line version. I attended the session at the conference and it was inspiring.</p>
<p>We register students in 2 of their 4 classes using the result from a survey the students complete. They get to register for their First-Year seminar (ENG-101ish) and 1 additional class during their Orientation term.</p>
<p>Students do not have the ability to self-register. Our system isn't quite set up yet to be reliable.</p>
<p>We preschedule all new freshmen, but they are free to make changes after orientation. Freshmen aren't required to see an advisor, but they attend college advising meetings as a part of orientation. Transfer students don't have required orientation, but must see an advisor before registration is available to them.</p>
<p>We offer small optional new student registration information sessions from March through August. Some students attend these sessions and register initially during these sessions, others do not attend any of these sessions and register any time. We have 2 undergraduate after-degree programs in which students cannot self-register, but the above is correct for the vast majority of our students.</p>
<p>We are working on creating an online orientation that would be applicable for transfer students. It won't be mandatory initially, but we will be monitoring whether students complete this orientation.</p>
<p>We recently implemented student success requirements of mandatory placement testing and mandatory advisement prior to registration for new degree seeking or transfer intent students.</p>
<p>Freshmen are "block" registered for their first term but they can adjust their schedules if they choose.</p>



Some variations in practice exists by program for graduate students.

Students must attend orientation either in-person or Online (Not Both).

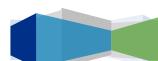
Freshmen are required to attend an in-person orientation. Transfer who attend orientation may register earlier than those who do not attend orientation. We also offer an online orientation option for transfer students.



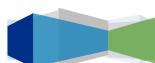
Appendix E: Additional Comments about Registration on Behalf of the Student Practice*

*Raw data

Our advisors used to register the students with a member of the registrar's office staff. It is now handled by the advisor based on a survey the new, incoming students submit that gives preferences for course selection.
Transfer students meet with an advisor either virtually or in person depending on where they live. During that meeting, courses are chosen using a paper registration form and then forwarded to the Registrar's Office to find available sections.
An increase in advisor consultation has emerged as students are not following the traditional 2 to 3 year degree plans established.
We've been doing this for many years. Students give us course preferences after (hopefully) reading all the on-line material. A FY course is assigned from their 4 choices. Over 90 percent get their 1st or 2nd choice. They also give us 13 other course preferences for their other three courses, and the registrar registers these. Lots of communication between reg staff and students over summer, then a meeting with faculty adviser is required during campus orientation. During the times set aside for those meetings, registrar staff work a hotline to make changes due to placement or for other reasons. Faculty are happy because they already have an idea of the students' wishes, so it's easier to change than to start from scratch. We don't have continuous registration, so this allows us to monitor enrollment pressures in classes and act on those during summer.
First year for the practice of pre-registration plus finishing the process during orientation so too soon to notice a difference.
We are considering allowing new undergraduate transfer students to self-register during the summer. The largest concern for us, as a semester school with no summer classes, is the presence of advisors.
New first-years submit a list of choices through our student portal and we build a schedule for them. We look at their interest, potential majors, placement test scores and ACT/SAT scores.
The Registrar's Office completes the Fall registration for all incoming students.
We only complete registration for students after the first day of class. Prior to that date, students register themselves.
Departments provide 6-9 hours of courses to allow our central advising unit to preregister our incoming first year students. At a face to face meeting with their major advisor the students can then add an additional 3-6 hours and adjust day/time preferences.
The Registrar's office registers transfer students with assistance from major professors as necessary. Transfer students take a course that has a student services component their first semester and attend a day long orientation.
We register students based on plans provided by the Schools. Students work with advisors to adjust the initial registration at orientation
Registration on behalf of student is having a positive impact on high-demand STEM courses
The Registrar's office will finish schedules for incoming freshmen who do not attend an Orientation session. Academic Advisors work with all incoming freshmen throughout the summer if changes are needed such as when the AP credit is sent to Bryant.
It's painful as there are too many "if-thens". Ideally we'd like registration to be handled by faculty and students over several orientation sessions over a summer, but the school is not interested in pursuing that model.

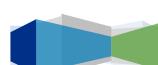


We have been fully registering freshmen for over 20 years, using various school-written and vendor-written programs over the years.
Not a new process to register them, although we did just change how we go about it
We've seen a slight increase in yield for our traditional students as a result of the Advising and Registration Days.
It changed for Fall 2016
This is a process we have been doing for quite some time.
Very few students fall into the category of not registering themselves. We (Registrar's Office) schedule students who commit after all of the orientation days mostly because, at that point, it is easier for us to put a schedule together with remaining open courses.
This will be our third summer to do this and I can't say for sure that it has impacted our yield, which is pretty good anyway. It has helped to make the orientation registration go quicker and smoother and has help us to better understand our course demand a little earlier.
All students who attend orientation are required to see an advisor prior to registration. Students register during orientation the day they are on campus. If they complete the online orientation, the student must speak with an advisor prior to registering for classes.
Usually it is for courses that are restricted to very small programs
At <i>WXY College</i> freshman and transfer students are advised by advisors in our Student Success Center. Freshmen and first-term sophomores are advised primarily by advisors in our Student Success Center.
For us is not a new practice. We have had this practice always.
We solicit information via an online form about what classes first-years are interested in, have advisors build a schedule on their behalf based on their input, and then have them meet with an advisor during a one-day summer orientation to see if they are happy and give them an opportunity to suggest changes (which we key in for them). Transfer students meet with an advisor during orientation and plan their schedule together. It's too early to say what impact this has on our yield; last year was the first year we tried this system.
<i>Our institution</i> is moving from completing all undergraduate student registration for them (on their behalf) to a system that allows them to register themselves in June before arrival in the fall term. This is our inaugural year, so we don't have any data at this time.
Admissions registers first-time students.
This process is the same as the first category/question. Since we do not process until after May 1 commitment there is no obvious change in yield.
We are a smaller professional medical school, so we just do it for the students at this point.
New first year students may request a learning community in advance of orientation. If they do, then the registrar's office enrolls the student into the learning community requested and the student registers for remaining classes at orientation.
When registering freshmen students, it does require checking back to insure that they are attending. It does seem that when the student isn't involved, they don't feel responsible should their plans change and they decide not to attend, that somehow the advisors know that they are not in attendance.
It is at the discretion of the department whether or not they will "block" student cohorts into required courses. The practice is quite widely used for Core courses, but not in all cases.
We experience students deciding not to attend after registering and not notifying the school.

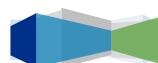


Students have some ownership in that we send out a pre-registration questionnaire that helps us place them in classes.
freshmen and transfers with 30 or fewer credits require advising and orientation
We are a small school, accelerated, and cohort-based. Therefore, the students' schedules are pretty fixed. There is some room for flexibility, but ideally they should complete their sequence of classes with their respective cohorts.
We have had the Registrar/Admissions Office register first term students for several years. This seems to be the best way to handle the registration process so they don't get lost in the shuffle of finding their advisor.
We allow returning undergraduate students to register through their student portal, and we are moving toward that process with new students as well.
Registrations are done by the institution, but in consultation with the student in-person or by phone.
See previous comments. My institution has been doing this for several years.
We are a Graduate level PharmD block registration school.
Not a new practice. Schedules are built by Academic Affairs based on the student's anticipated major.
For new freshmen we enroll them in a full schedule after they accept their admissions. We put an advising hold on their record so they cannot change their schedules until after they see an advisor at orientation over the summer.
Graduate students are registered by the Office of Graduate Studies
The Registrar's Office creates freshmen schedules, but the students may meet with an advisor during orientation to make changes to the base schedule. All registration after the first semester freshman year is completed by the student's advisor with the student's input.
Some academic units cluster undergraduate students into our survey/University 101 course prior to the student registering at orientation. Again, graduate student registration varies by academic program.
We do not have a technical option for self-registration.
We require all new students to meet with their advisor and receive online approval of their course selections. Student then self-registers for courses at their home school. RO enrolls all required first year courses and cross registered courses taken at other schools.
We have been registering our incoming students for many years.
Our graduate programs are a lock-step so all students in the same class level and satisfactory progression are registered for the same courses at the same time. The undergraduate program is customized by each student's requirements identified prior to matriculation.
Students complete a course preference sheet in conjunction with an academic advisor at Orientation based on some pre-developed plans/templates. Students do not choose course times/specific sections. The Registrar's Office then registers the students in actual sections over the summer. Students then have the option to adjust their schedule during add/drop if they wish. While this process is laborious and time consuming, we feel that we can better manage enrollments, requirements and can guarantee that our new students get off to a solid start in their academic career since they have an appropriate schedule. The Add/ drop period allows for flexibility should the students choose to make a change. Transfer students are registered during a meeting with a member of the Academic Advising Team and have some more choice.
Online graduate students are required to be registered by their advisers (with student input of course).

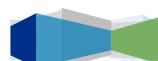
We have been operating this way for several years - all incoming new students, regardless of UG or GR -- are registered with an advisor. Only after their first semester are they eligible to register on-line.
We hold several registrations events for new students (FF and TR) prior to Orientation. Orientation is required, but our turn out is lower than we want. Those who aren't registered and attend meet an advisor and register.
We are considering moving to a mandatory orientation program (in-person and online), yet need to explore what the ramifications are for those students who fail to participate in the program. In addition to advisors, our One Stop Center assists students in completing registration, as well as other enrollment services (i.e., financial aid, billing, etc.).
Students have the ability to switch classes within certain parameters considering sequencing, night vs day, etc. during add/drop. Our Registrar's office builds a tentative schedule and presents it to the student a few weeks prior to the end of a term---with expectation that the student will request a change if needed.
We are not a traditional school so all students are registered by the Registrar's Office. Our online module is something that must be completed before the student enters their second term. This has been pretty successful though we often have many registration holds at the top of the term that does impact attendance adversely.
Students complete a lengthy questionnaire prior to advising. Advisors use SAT scores and questionnaire responses to develop a schedule to fit the students' needs. Learning Community students are grouped in at least 3 like classes.
Most of our programs have prescribed courses, and only a few have electives where students are given the opportunity to choose one or two courses from a short list. But, we also offer a Bachelor of Arts in Interdisciplinary Studies and a Master of Arts in Interdisciplinary Studies, and students in these programs build their programs with the help of an advisor (please note that this interaction is not captured in my answers, above) who then sends the list of selected courses to the Registrar's Office for registration. Of course, there are often changes as well and those, too, require registration updates by the Registrar's Office staff.
This is just for the first-year seminar course. The student registers herself for all other courses.
Incoming freshmen complete a course selection survey to indicate up to 8 courses of their preference. A committee determines which students will go into what classes and then initial registration is done by staff in the registrar's office.
Our students are not satisfied with our registration either because they have hold from their advisor due to academic standing (probation, suspension and readmission) or they need to write petition for a specific problem which hinders their on line registration.
Executive MBA (EMBA) is a 16-month program leading to the Master of Business Administration. Courses taught in 4 terms with 4 courses each. Fixed curriculum. Students register for courses by the Registrar before the beginning of each semester.
The only populations for which this is done is for EOP students and the Music School preregisters students for their required music classes.
We have been using Connection Days from Spring through Summer to bring together groups of students to meet each other and various offices and the lure to come is to register. The Educational Planning Center and the Registrar's Office build and register the freshmen based on requirements and preferences collected on-line. Then we meet with each student to review the schedule and make changes if necessary. We have been doing some version of this for decades.



Students submit choices for FY Seminar - this is the only course that the Registrar's Office registers for the FY students.
Undergraduate registration practices drastically changed last year and there is no assessment to prove or disprove the change was effective. The students state what interests them and based on interests, athletic or music involvement, test scores then determine what courses are selected.
Although the Registrar's Office completes the actual registration of new students, they have input in terms of classes and class days/times.
The increase took place when we moved the beginning of the process from June back to mid-April. Apparently that provided some impetus for students to complete their admissions process and to settle on their college choice.
Given that I am old school, I prefer that the Registrar's office register students if they are not able to do it online. However academic advisers both at the institution level and in the academic units can register students.
Students used to self-register. The stress in getting into closed classes and us getting departments to open up new sections or seats was overwhelming! Now, we are able to register students in the right courses based consider AP, Dual Credit, other transfer work; the degree requirements and information students self-report on a questionnaire that is required. We now have the ability to monitor the section capacity as we pre-register students. If sections or seats are needed, we can communicate to departments and adjust accordingly. We begin pre-registering students right after our priority registration period ends with our currently enrolled students. We register them in the order we receive their questionnaires.
The required orientation is not tied to registration.
Advisors in our AIM program register students who are accepted but slightly below entrance requirements.
We are piloting registration on behalf of students this summer, using one or two of our five undergraduate colleges.
This is not a new process here. It's been going on for about 25 years.
Our first semester is fairly consistent across potential student programs. When students were registering themselves, the registrar's office and student advisors spent much time cleaning up potential problems. Now, students experience less frustration.
Many of our freshmen seemed to want the institution to register on their behalf.
All first year students are registered by the Registrar's Office
Just starting the process in which new graduate students will be empowered to register themselves. Too soon to determine impact, if any.
It was done in order to minimize errors.
We get schedules from Athletics so we avoid conflicts (our school is 2/3 athletes). We have found that the majority of the new students appreciate our taking this off their plates.
We have been using the same process for quite some time.
No electives are offered and not every course is offered every term therefore we set the schedule track for each student. If students start the same term, they are on the same course track for the entire program, unless they take a leave of absence or need to repeat a course.
Pre-population of courses is only done for one highly regimented program, Engineering, and it is only done for the required courses.
the first year advisor populates the student schedule with two courses, in most cases, one of the courses is a Freshmen Seminar course



The college has always facilitated registration. This past summer (2015) was the first time that the advising team was involved with registering new students as it had always been managed solely by the Registrar's Office.
Deans are given a list of their incoming students. They send back to the Registrar courses to pre-register their students. Students then attend an in-person orientation/registration where they meet their advisors and get their schedules, at this point schedules can be modified if needed.
We are a small specialized institution. Our Registrar's staff serves also as the academic advisors for all students.
Only for special programs where students are in cohorts and all take the same classes the first term.
More institutional control = better, more balanced schedules = better chance for student success (and fewer student-initiated changes during the first week)
Students are always involved in making course selections, but we prefer to have them meet with advisors to ensure they understand degree requirements and how courses meet those requirements. It is also a way to reinforce concepts like a plan of study, or time to orient them to add/drop dates, etc.
Our Academic Success Center staff builds freshmen schedules based upon the academic department's 8 semester sequence of classes. We have built schedules for our incoming first time freshman forever. Freshman population is around 1,250 students. When they arrive at orientation, we teach them how to ADD and DROP classes if they need or want to change their schedule on their own. Most students DO NOT change the schedule we build for them.
I strongly favor having new students self-register for at least part of their courses online. As Registrar, I have been unable to convince the advising and orientation staff to buy into a change in procedure.
The Office of Advising and Retention registers students for three classes before Orientation.
Our Director of the First Year Program takes care of the registration process for students. The registration process for new students is not new, but it has helped us with a better planning of course need, especially as we have rolling admissions.
Too soon to see a change in yield - have not had a full cycle yet to analyze
Online orientation is required only of our online students. Advisors are the first line of assistance for registering students. They only come to the Registrar's office for conflicts or special situations in the registration process.
Most of the registration for the UG transfer is done online. However, the Registrar will help complete the schedule on a case by case scenario.
This is a new practice this coming cycle so we do not have any data re: yield.
We begin registering new freshman and transfer students in May for the following Fall. We are considering moving the registration time to April to encourage earlier deposits.
Early registration for special populations was just implemented for summer/fall 2016
All First-Time students are required to see an Academic Advisor. They assist with major and schedule, then our One-Stop Center assists the student with on-line registration.
We've done it this way for decades.
Just to be clear, our institution only allows institutional registration for some programs where the curriculum is rigid and only open to a specific subset of students (i.e., Nursing, Honors, etc.)
I'm not familiar with outcomes. But, it is fairly new.
Advisors meet with new and returning students and fill out paper registration forms then it comes to the registrar's office to be officially registered.



We have an automated prescheduling system. It schedules students based on major and abilities. College advisors may supplement or change as they review prior to orientation.
Students are registered for one course pending matriculation/admissions. A second course is scheduled if all admissions documents are received during matriculation/admissions process.
Upon approval by the relevant academic department the registration advisors in the Faculty of Graduate Studies perform the registration.
No change yet, however, we've just restructured our "new student" orientation program. I suspect it will increase our yield as the process itself is much more user friendly.
This process is new and the data is not yet available to determine the effect on yield.
New freshman are registered into learning communities based upon intended major according to the 4 year plan for that major.
We are doing this for the first time in 2016-17
We moved to required "in-person" orientation for new freshmen and transfer students. Graduate students are not required to participate in an orientation. They are advised in the department and graduate level students self-register. New freshmen - a large number are included in "learning communities" and several courses are linked together.

