



ADVISING & REGISTRATION PACKET

As you prepare for scheduling classes for next semester, this packet will provide you with valuable information and important reminders to guide you through the advising and registration process.

1. You must schedule an advising appointment with your advisor. To be unblocked for registration, you **must** attend your appointment.
2. Prepare for your advising appointment by:
 - Reviewing the materials included in this packet
 - Contacting your advisor if you have any questions
 - Reviewing your degree audit and curriculum, as well as, the course offering to help aid you in determining which classes to take
 - Creating a second schedule as a back-up plan
 - Completely filling out your Schedule Planning Form
3. You must bring a **completed** copy of your Schedule Planning Form

Inside your packet, you will find:

1. Advising and Registration Resources
2. Registration FAQs
3. Course Scheduling FAQs

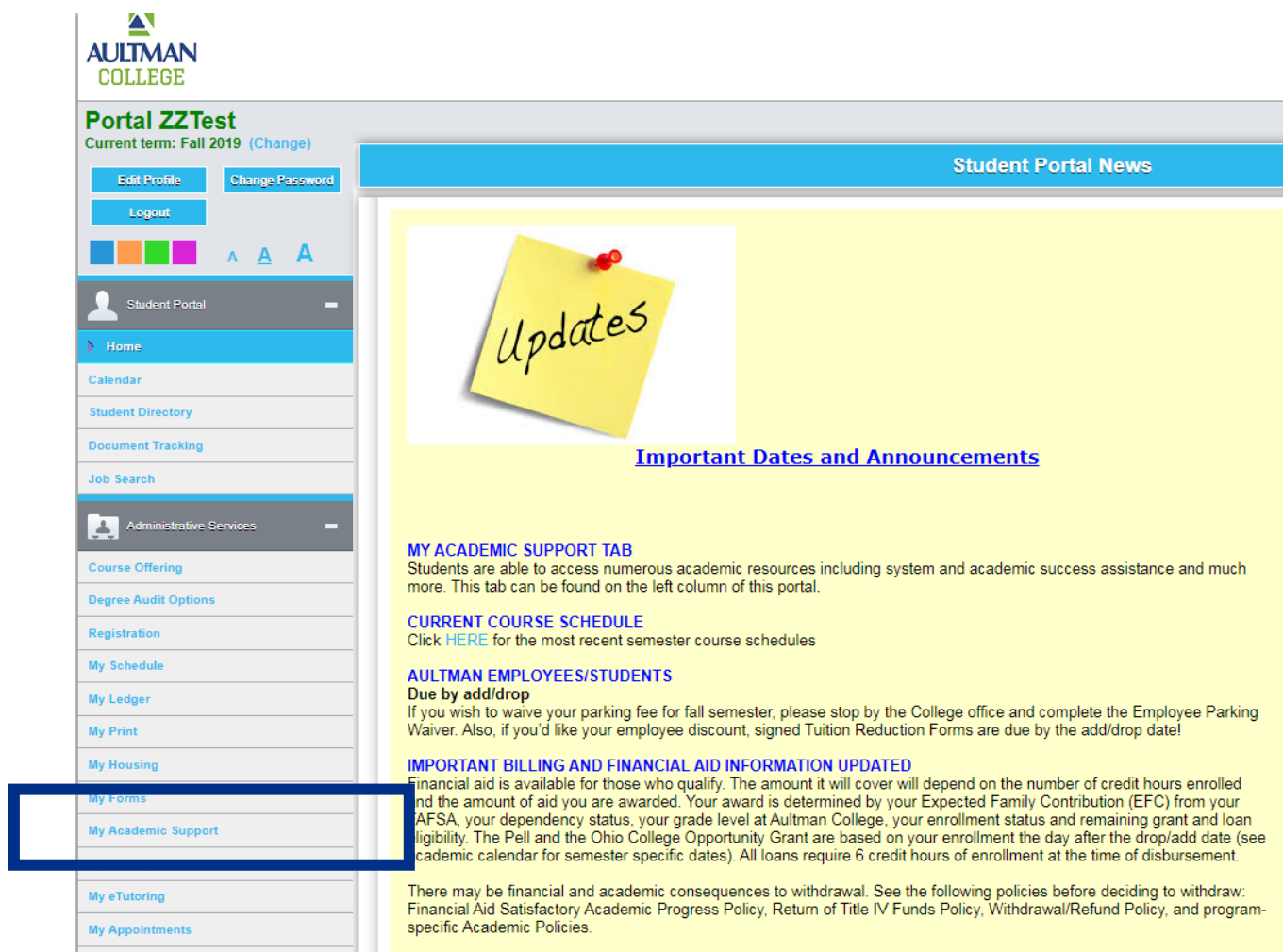
Advising & Registration Resources

Important Website Links:

- Academic Calendar: <https://www.aultmancollege.edu/academic-calendars>
- Course Offering: <https://www.aultmancollege.edu/course-descriptions-schedules>

The following advising and registration resources can be found in the “My Academic Support Resources” section of the MyAully student portal:

- *Directions for Online Registration*
- *How to Add Yourself to the Wait List*
- *Student Guide to Accessing Your Degree Audit*



The screenshot displays the Aultman College Student Portal interface. The top left corner features the Aultman College logo and the text "Portal ZZTest" with "Current term: Fall 2019 (Change)". Below this are buttons for "Edit Profile", "Change Password", and "Logout". A navigation menu on the left includes "Student Portal", "Home", "Calendar", "Student Directory", "Document Tracking", "Job Search", "Administrative Services", "Course Offering", "Degree Audit Options", "Registration", "My Schedule", "My Ledger", "My Print", "My Housing", "My Forms", "My Academic Support" (highlighted with a blue box), "My eTutoring", and "My Appointments". The main content area is titled "Student Portal News" and features a yellow sticky note graphic with the word "Updates" written on it. Below the graphic is the heading "Important Dates and Announcements". The text includes sections for "MY ACADEMIC SUPPORT TAB", "CURRENT COURSE SCHEDULE", "AULTMAN EMPLOYEES/STUDENTS Due by add/drop", and "IMPORTANT BILLING AND FINANCIAL AID INFORMATION UPDATED".

Registration FAQs

1. When is registration for the spring semester?

- Current student registration will be held online from November 10 – November 13, 2020

2. What is the order in which students register?

- Tuesday, November 10th —Students at the Senior level
- Wednesday, November 11th —Students at the Junior level
- Thursday, November 12th —Students at the Sophomore level
- Friday, November 13th —Students at the Freshman level

3. How do I know my student level?

- Your student level is determined by the number of hours earned (including transfer credit). This information can be found on your Degree Audit.
 - Senior: 91+ earned hours
 - Junior: 61—90 earned hours
 - Sophomore: 31—60 earned hours
 - Freshman: 0—30 earned hours

4. What are earned hours?

- These are hours a student has earned from classes he/she has successfully completed. The classes you are attending for the current semester do NOT count in your earned hours.

5. What is a pre-requisite?

- A pre-requisite is a course that is needed to progress. For example, John must complete College Composition I before progressing to College Composition II.

6. What is a co-requisite?

- A co-requisite is a course you must take (if not already completed) concurrently with another course. For example, John must take Anatomy & Physiology I lecture with Anatomy & Physiology I lab.

7. What is a degree audit?

- Your degree audit tells you how many credits you have earned and how many remain to be earned to graduate. Your degree audit is available on the MyAully student portal. Instructions on how to access it can be found in the “My Academic Support Resources” section of the portal. If you feel that your degree audit contains errors, please email the Registrar at registrar@aultmancollege.edu

Course Scheduling FAQs

1. Why aren't more sections of each course available with a broader selection of dates and times?

- Aultman College's student population is much smaller than larger colleges and universities. When our semester schedules are built, we strive to offer as much variety as possible, while considering the intent to keep sections full. Keep in mind, that courses cannot be scheduled back-to-back. For example, if a class ends at 2:00pm, you cannot register for a class that begins at 2:00pm.

2. Will every class be offered every semester? How can I plan ahead?

- Not every class will be offered every semester; however, offerings are based on curriculum sequencing for all degree programs. We work hard to make sure the proper courses are available for all students. You can view the upcoming semester course schedule on MyAully and the Aultman College website a few weeks prior to registration. You can also plan ahead by meeting with your advisor to create a draft progression plan.

3. Will sections be closed? If so, what happens if I'm signed up for that section?

- Every effort is made to not change or close a section any sooner than two weeks before classes begin, but there may be times when this is necessary. Clinical sections can be closed up to the published add/drop deadline. Affected students will be contacted by the Registrar's Office to adjust their schedules.

4. The class I want is full. Will additional sections be added?

- If your desired section is full at the time of registration, add yourself to the waiting list. If the list for a course is long, an additional section may be added. If this happens, students who are currently on the waiting list will be notified via their Aultman College email. You will be given a deadline to reply to the email if you want added to the course. Failure to reply by the deadline will result in removal from the waiting list.

5. When selecting your courses, please remember that not all clinicals/labs are held at Aultman Hospital. When will I be assigned my clinical/lab location?

- You will not know the location of your clinical at the time of registration. The locations will be assigned closer to the start of the semester so please allow extra travel time (approximately 45-60 minutes) before and after your clinicals/labs.

6. I have testing accommodations. Do I need to build my schedule differently?

- If you have testing accommodations or think you might need testing accommodations, contact Jenn Bradley in the Student Success Center. In general, if you have accommodations, please consider scheduling courses later in the day rather than early morning.

Student Name: _____ Date: _____

Schedule Planning Form

Student Acknowledgement: I understand that this suggested schedule does not guarantee me a seat in the classes listed below. After registration, it is my responsibility to verify my schedule on the student portal. I am aware that I will be financially responsible for any courses not dropped from my schedule, and that I will receive a failing grade for any courses not dropped or withdrawn from my schedule. I understand that it is my responsibility to ensure that I meet the departmental academic requirements of my program and to consult with my advisor as needed.

Signature of Student: _____

Signature of Advisor: _____

SCHEDULE PLAN # A

Suggested Schedule for _____ (term) Registration

CRN#	Dept	Type	Course Name	Days	Time	Credit Hours

Anticipated Graduation Date: _____

