Online Registration – Advisor Process

1. Access list of Surveys and Students for upcoming orientation.
2. Email students who have indicated they want to change their major (See Major Change Process)
3. Review students to create course schedules. (grouping students by Major or requirements might be helpful)
   - Run a Degree Works audit for each student to check for program requirements and recorded credit.
4. Create schedule with CRN numbers for each student.

   ** Helpful Hints**

   - Design schedules for students who have completed their pre-advising survey first to attempt to help with course placement.
   - Keep a record of the planned schedule with course names and times for help with troubleshooting later!
   - Provide Lab CRN prior to course CRN. (CHE 111L prior to CHE 111)
   - Provide Support Course CRN prior to course CRN (MAT 105P prior to MAT 105)

12551	GSD	101	3	Foundations of Learning	TR	08/17-12/12	12:30 pm-01:45 pm
11635	PSY	200	3	Introduction to Psychology	MWF	08/17-12/12	11:15 am-12:05 pm
10645	ENG	101	3	Reading, Writing, & Rhetoric	TR	08/17-12/12	02:00 pm-03:15 pm
14068	VTS	200	3	Intro to Veterans Studies	TR	08/17-12/12	03:30 pm-04:45 pm
14121	MAT	106P	1	Quantitative Support: MAT 106	TR	08/17-12/12	11:00 am-11:50 am
13830	MAT	106	3	App Math: Social Choice	MWF	08/17-12/12	10:10 am-11:00 am

5. Once the list is completed, transfer ID and CRNS to CSV. (transpose function in Excel is helpful here or Advisor Template) **no more than 10 students per CSV**

EKU_ID	CRN_1	CRN_2	CRN_3	CRN_4	CRN_5	CRN_6	CRN_7	CRN_8	CRN_9	CRN_10
9E+08	12551	11635	10645	14068	14121	13830				
9E+08	11962	11533	14406	12043	10268	11583				

6. Save File as CSV
7. Go to EKU Direct **-EKU FORMS** (tab) then **Auto-registration Upload**
8. Upload CSV (select "Choose File" and select saved CSV. Press "Upload")
9. You will receive an on screen output of Failed Registrations and Successful Registrations.
10. For "Failed Registrations", you can select an alternate class by **Clicking Add/Drop** (CRN entry or Search). Once you indicate the new course hit register. A pop-up will appear and indicate if the new CRN registration was successful/failure.
11. You can check all Successful Registrations by clicking the ID number.
12. You will receive an email with all registration Success and Failure. (helpful if sending on to others)