

## **Registration Process January 2<sup>nd</sup> and 3<sup>rd</sup> 2008**

### **Where Can Students Find Assistance? . . .**

#### **Medlin 047      Phone extension 2894**

1. There will be a triage person available to identify students that need to complete an application. The student will be given a ticket and an application to complete.
2. Four Admission Advisors will be available to see new students.
3. Two staff members will be available to enter new applications for students that see Admission Advisors.
4. Students will be given a blue card and referred to the Assessment Center for testing (if necessary) or to their appropriate program Advisor.
5. Students from the Enrollment Services front counter who have been identified as needing a blue card for testing will be directed to MCC 047 for assistance.

#### **Assessment Center      Phone extension 2672, 2299, 2328**

1. Students will take appropriate tests.
2. Students needing two or more developmental courses will be sent to the AT open lab to see a Developmental Advisor.
3. All other students will be sent to their appropriate program Advisor. (Students in programs from the High Point or Greensboro campuses [including ICET programs] will be referred to the AT open lab for assistance.)
4. On the last day of open registration (January 3rd) students will not be admitted to test after 2 p.m. The Assessment Center will close at 5pm. A placement test cut-off time of 2 p.m. should give students a reasonable amount of time to test and continue through the advisement and registration process.

#### **AT Lab      Phone extension 2916, 2915**

The AT Lab will be staffed with the following positions:

- ∞ Information Desk
- ∞ Printer (registration schedules)

- ∞ Counselors
- ∞ MDRC student participant assistants
- ∞ Developmental Advisors
- ∞ Web Advisor assistants
- ∞ SHAP station

Brad Burch or Alison Wiers will be managing the process and available to assist where needed.

Tickets will be administered to students as they arrive (or form lines) and will be seen in appropriate number groups.

### ***What Type of Student Will Come to the AT Lab?***

1. Special Credit
2. A student who cannot locate their Advisor
3. Students who need access to Web Advisor
4. Undecided students
5. Students with issues that cannot be resolved with their Advisor
6. Dual Enrollment (January 3<sup>rd</sup> only)

### ***Enrollment Services Counter***

1. The Enrollment Services Counter will be staffed with three Financial Aid staff members and two Admissions/Records staff.
2. A triage person will be available to manage and refer incoming students. Students will be issued a ticket and will be called based on their place in line.
3. Individuals will be dedicated to answering the telephone in order to answer questions for the students who call in.

### ***Enrollment Services Computer Lab***

The lab will be open and available for students who wish to use Web Advisor to sign up for classes or search for open classes.

The lab will also be used for Financial Aid purposes.

### ***What Type of Student Will Come to the Enrollment Services Counter?***

1. Students with questions regarding Financial Aid.
2. Students with miscellaneous issues (transcripts, etc.).
3. Students who do not know where else to go.

### **Program Advisors**

Each program area will be open to serve students who come between 8:30 a.m. – 6:30 p.m. with faculty members who are available to advise students.

A list of program advising locations will be made available by Friday. Look for further information regarding this matter.

### **Other things you need to know . . .**

#### ***∞ Special Credit Students***

Special credit students are defined as students who take one or two classes but are not enrolled in a program of study.

These students should be directed to check Web Advisor for available classes before they begin the process of standing in line. Many classes they need will be filled already. If they cannot find the classes they need they should be given a slip that allows them to register on January 3<sup>rd</sup> and sent away.

#### ***∞ Consortium Students***

Consortium students are defined as students who come from other institutions with whom we have agreements that allow their students to take classes with us. These students generally take one or two classes and are not considered GTCC's student, but they are here taking our classes.

### **CONSORTIUM STUDENTS CANNOT REGISTER UNTIL JANUARY 3<sup>RD</sup>.**

All consortium students must see Joe Rowbottom; Joe will be available in his office (Medlin 226) from 8:00 a.m. until 5:00 p.m. on January 3<sup>rd</sup>. Consortium students can also see Joe on January 7, 8, 9 & 10<sup>th</sup> to register.

∞ *Dual Credit*

Dual credit students are typically a home-school student wanting to take our classes.  
**DUAL CREDIT STUDENTS CANNOT REGISTER UNTIL JANUARY 3<sup>RD</sup>.**

All dual credit students will go through the normal registration process, however, they are generally special credit students because they typically only take one or two classes from GTCC.

∞ *Schedule Adjustments*

Just a reminder: Students will be adjusting their schedules on both January 2<sup>nd</sup> and 3<sup>rd</sup>.

∞ *Cashiers Office*

The cashier's office will close promptly at 7:00 p.m. on January 2<sup>nd</sup> and 3<sup>rd</sup>. *If you are working with a student that needs to pay and will not make the 7:00 p.m. deadline, you MUST call extension 2424 and notify them.*