

THE REGISTRATION PROCESS

❖ **Where do I get a Master Schedule?**

- The Master Schedule is put out two to three weeks before the end of each semester. For the first semester, students are sent a copy. Master Schedules are stacked in the Student Center, in the English Department office (Atrium 216), in the Library, and in the Office of Graduate Studies in Raubinger Hall.

❖ **“PIN” = The PIN is your six-digit birth date.**

❖ **“RAN” = The RAN is your six-digit birth date.**

❖ **What is Voice Response Registration?**

- The student must call between regular business hours to register.
- The voice prompt system will request the information it needs.
- The information will be repeated back so that mistakes can be corrected.

❖ **What are “Windows”?**

- Inside the Master Schedule is a list of the “window” guidelines.
- The “window” is the timeframe in which the student may register for classes.
- The student cannot register for a class if it is not the student’s “window.”
- The system tells which classes already registered for, billing info and outstanding fees.
- Registration cannot take place outside the designated “window.”