

# Registration Session Checklist for Advisors

*An advisor is a faculty or staff member that provides resourceful, strength-based guidance and support to a student related to the areas of academic goal-setting, planning and completion. This checklist is to provide guidance for advisors as they help students enroll in their next semester. Meetings can be done in a face-to-face group session, an online Zoom session, or one on one appointment.*

## Online Registration Review

- Go to: [www.pine.edu](http://www.pine.edu) - Current Students
- E-Services login (review the following with student(s))
- Satisfactory Academic Progress
- Grades and Transcripts
  - DARS
    - Advisor
    - Course Placement Score
    - Are there holds on the student account?

## Steps to Register for Courses

- Review Program Sequencing and/or Registration Guides per correct declared major
- [Search for course](#) (review with student the following as details to consider)
  - Credits (what credit load is best? What outside responsibilities does the student have? Work, family, etc.)
  - Date/Days/time (do you have consistent transportation to attend every class section?)
  - Delivery method (on-campus, online, hybrid)
  - Prerequisites
  - Note Add/Drop/Withdrawal dates
- Add course to Wish List
- Continue to “Review my plan”
- Select courses to register using password
  - Print class schedule
  - Print tuition bill
  - Print book list

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Registration Issue	Resolution needed *Most forms can be found under "Student Forms" on the current students webpage	Submitted to
Accessing E-services (Forgotten StarID/Password)	<a href="#">Accessing E-services</a>	<a href="#">StarID self service</a>
0002 Academic Suspension 0139 FA Suspension	Suspension Appeal Form	Laura Berg
0041 FA Max Time Suspension	Max TimeFrame Appeal Form	Shawn Reynolds
0031 Unpaid Balance	Balance Paid	Campus Store/Business Office- Lisa Hosna
0032 Admission Immunizations	Immunization Online Form	Laura Berg
0032 Admission	If student was former PSEO, will need to re-apply to the campus as an undergraduate	Laura Berg
<a href="#">Registration HOLDS</a>	Review Guide for Self Placement with students	
Pre-Requisite not met	Registration Troubleshooting Form with Self-Placement Advising	Laura Berg/Sarah Glocke
Cohort Code needed for course	Registration Troubleshooting Form	Laura Berg
Concurrent only Cohort Code (30\70 section code)	Cannot be overridden for traditional students	N/A
Co-requisite requirement	Registration Troubleshooting Form with Self-Placement Advising	Laura Berg/Sarah Glocke
Minimum grade requirement in previous pre-requisite course	Registration Troubleshooting Form with <i>Instructor</i> Permission	Sarah Glocke
Incorrect Declared Major	Add/Change of Major Online Form	Laura Berg
Incorrect Advisor	Email notification including student name and tech id	Laura Berg