IIliT | Registrar's Office

Online Registration Application
Department Administrator Guide

Revised August 2013

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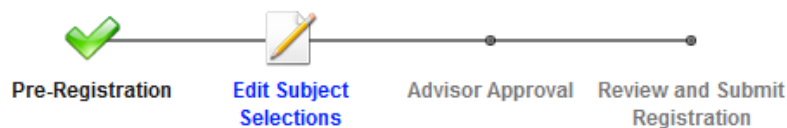# The Online Registration Application

About the Online Registration Application

The Online Registration application allows students, advisors, and department administrators to access and manage students' subject selections during the time online registration is open. Additionally, it will allow an advisor, department administrator, or proxy to approve a student's selections and for a student to then submit their registration. After approval, subject selections are locked and cannot be edited. Each student will then have to complete 4 additional steps to submit the registration.

What is the Sequence of Online Registration?

The Online Registration process proceeds through three steps, each of which has an associated status. Students can follow the process on the Registration Status Timeline which they will see on their screens. Academic Administrators acting as advisors play a role during the **Edit Subject Selections** and **Advisor Approval** steps.

Pre-Registration takes place before Online Registration begins. If a student has pre-registered, those subjects will pre-populate the subject selection page. If they have not pre-registered the subject selection page will be blank. Freshmen do not pre-register, therefore they will not see the green check icon for Pre-Registration.

1. **Edit Subject Selections – Awaiting Approval**

   During the **Edit Subject Selections** step anyone who is authorized – student, advisor, or department administrator- may edit the student's subject selections. After subject selections are made the student will meet with their Advisor. During this step the status is Awaiting Approval.

2. **Advisor Approval - Approved**

   After the student and their advisor meet, the Advisor will approve the subject selections in the Online Registration system. At that point the status changes to Approved. When in an approved state, subject selections **may not be altered.** Advisors can revert approval and make additional changes if a form is in an Approved State.

3. **Review and Submit Registration - Submitted**

   Once subjects are approved by the Advisor, the student continues through the **Review and Submit Registration** steps which require the student to review contact data and agree to the terms of registration. After the student completes the additional steps and clicks the Submit button, the registration state becomes Submitted and the online registration process is complete. To make changes after submission, use the Add /Drop/Change process.

How Is Authorization Handled in Online Registration?

You will access the Online Registration System through the WebSIS Home page during the period that Online Registration is open (the URL is registration.mit.edu). Authentication is handled through Touchstone where you are asked to use your Certificate or to enter your Kerberos username and password.

Touchstone@MIT

Welcome, please identify yourself to access MIT services.

Have an MIT certificate?

[Use Certificate -Go]

☐ Always login with this

No certificate? Use Kerberos username

Username: [   ] @mit.edu

Password: [   ] [Login]

Have Kerberos tickets?

[Use existing tickets - Go]

☐ Always login with this

Application Roles and Permissions

After selecting your Certificate or entering your Kerberos username and password you will see the Online Registration Home Page.

As a Department Administrator your role is established through the Roles Database. You will only be able to view records for students you are authorized to see.

You will assign Advisors to their role through MITSIS. Advisors will only have access to their advisees. After authentication, students will only have access to their own record.

The Registration Home Page

What's On the Home Page?

The Registration Home page gives you access to the registrations for all student in your department during the period when Online Registration is open. If you are an Advisor you will be able to go directly to a view of your advisees.
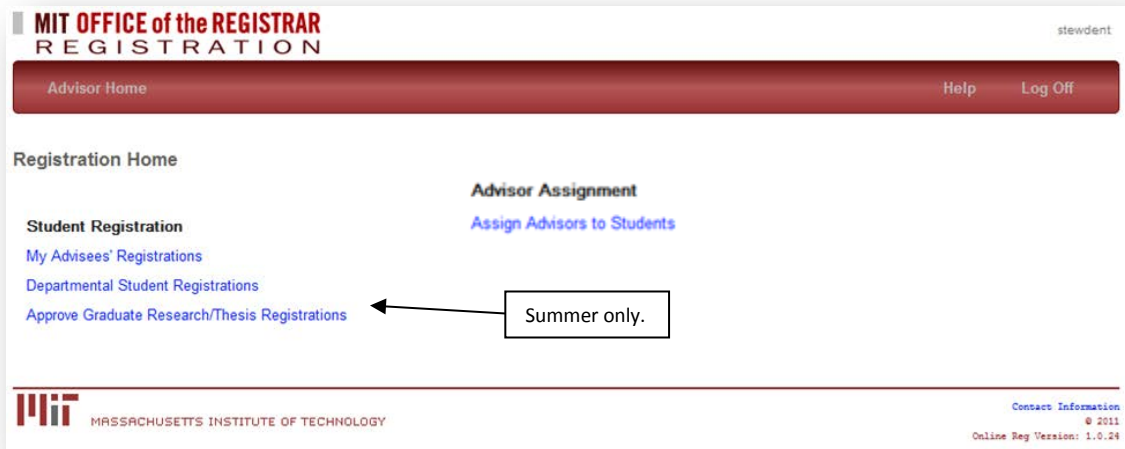
Student Registration Links

The Registration Home page will have different links available depending on your role and the semester.

1. You will always see the link for *Departmental Student Registrations* which is a list of all students eligible for registration who have a major or program in your department and a course, level or option associated with your role. This link also appears in the red Menu bar as *Advisor Home*.

2. If you advise students the *My Advisees' Registrations* link will be available. This will take you to a list of your Student Advisees.

3. If the registration term is Summer you will see the link *Approve Graduate Research/Thesis Registrations* which will allow you to approve registrations in a bulk process.

The Departmental Student Registrations Page

How Do I Find a Student?

To locate an individual student or groups of students in your department click the ***Departmental Student Registration*** link on the Home page or click ***Student Registrations*** in the menu.

[1] Instructions or Search Tab

The **Instructions** tab outlines the steps in the process for you. Click the appropriate tab to select Search or Instructions.

[2] Search Criteria

You can Search for an individual student by entering information in the fields on the right or search for groups of students based on the criteria you select on the left. You can also search by Advisor name for a list of all students assigned to a particular advisor.

If you are an Administrator with Advisees you see the choice for Relation to students. This allows you to easily show only your advisees. Click **My Advisees**, then click **Find Students.**

If you are not an advisor you will simply see a list of all students in your department.

Click the plus symbol to open the Search area if necessary.

When conducting a search either for an individual student (right side) or a group of students (left side) first enter the criteria, then click **Find Students**. Click **Clear**, to clear search criteria. You may then select new criteria, or click **Find Students** to show all students again.

To locate an individual student enter a name, ID or Kerberos user name, then click **Find Students**.

To find multiple students select the student year and/or status of the registration process, then click **Find Students**. For example, you might want to list all graduate students who have submitted their selections and are waiting for your approval. Select all boxes (or no boxes) in the Year and Status fields to show all students.

You can search for records of students with Holds on their registration. Select **On Hold "Yes"**, then click **Find Students.**

[3] Display Options and Navigation

You can change the number of student records shown on the screen at one time. The options are 10, 20, 50, 100 or All. Choose the display option and click the *Go* button. You can also select the page number to view, or click the

Next or *Previous* links.

The **Email Student List** button creates an email message to the students currently listed on the screen. This feature is explained below.

Sorting Records
To Sort records, click the column heading text for an ascending sort. Click again for a descending sort. A triangle will show if the sort is ascending or descending.

[4] Student Names
The list of names will reflect your search criteria. The list will show the students status in the registration process, their name and ID number, gender, year and course.

Click the *Status* link in the first column to show an individual record. Click the *Name* link to send an email to the student.

[5] Export to CSV or PDF
Click CSV to export the list to Excel. Click PDF to print a simple form listing the students based on the current search criteria and sort order. This PDF will show the current page only.

[6] Email Student List
The **Email Student List** button creates an email to be sent to the current list of students. This may be the entire list or a list modified by your last search. The first step will show you the list of names to be included in the email. You can select and deselect individual names by clicking in the far left column.

Click **Prepare Email** to continue the process. The result is the screen below which allows you to write your email. You can choose to see a preview of the message in an overlay. You can use the ***Send, Preview, Clear, or Cancel, don't send*** buttons. You may also add Report recipients who will receive one copy of the email with a single list of all the recipients.

The Subject Selections Page

How Do I Edit the Subject Selections for an Advisee?

From the **Registration Home** page click the link for *My Advisees Registrations* or the *Advisor Home* choice in the menu bar. Then click the status for an individual student to see their subject selections.

The Subject Selections page shows the subjects for an individual student. This page is available to the student, their advisor and the department administrator who may add or remove subjects until the selections are approved. Once approved, subject changes can only be completed through the Add/ Drop/Change process.

[1] Student Biographical Information

This is the Student biographic area where you will see the advisee's name, ID, reg type and year, major, your name and a picture. For more information about the student, click the link **Student Address Details | WebSIS**. You can move among student screens using the **Next Student** and **Previous Student** buttons in the top right.

[2] Messages

The **Messages** area will show information pertaining to the individual student. It is critical that your advisees read and attend to these messages. See below for more information. You May open or close this message window by clicking next to the word **Messages** [+] or [-]. The example image shows several possible messages about holds, subjects removed because they are not being offered, outstanding work from previous terms and credit limits.

There are several potential messages unique to freshmen that are also displayed in the student's Freshman Folder. Some examples are shown below.
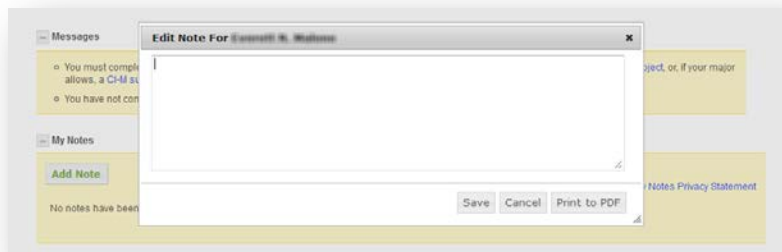

[3] Notes

As an advisor, you can add notes about individual students you advise . Only you can see these notes. The My Notes Privacy Statement follows.

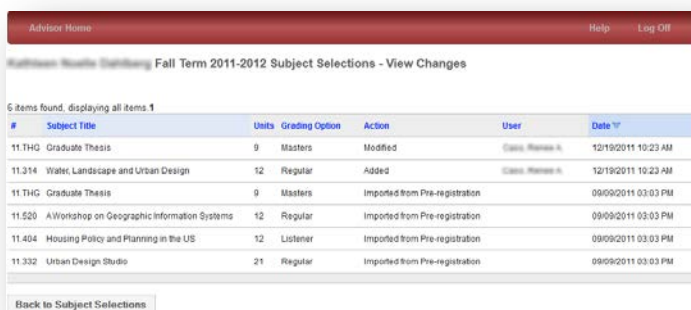To add a note, click My Notes, then Add Note. Type a note and Save, Cancel or Print to PDF.

Individual notes may be edited, deleted or printed.

[4] View Change Log

You can always see who has made the last change to the subject selections and when that change was made. Click **View Changes** to see a complete log of all changes since Pre-Registration.

The **View Changes** screen will display a list of all changes made to the subject selections by the student, an advisor, a department administrator, or the system since pre-registration. The display will list the subject information, the action taken, who made the change and the date the change was made. Click the name in the User column to send an email to that person [not displayed in image below]. Click a column heading to sort by that column.

The View Changes list will show several types of actions including:

Action	Description
Added	For subjects added during the Edit Subject Selections step
Modified	For example if the units were increased or decreased or the grading option was changed
Imported from Pre-registration	These subjects are pulled into the system after the pre-registration process
Subject not offered – removed from selection	These subjects are removed from the pre-registration list of subjects because they are not offered this term

[5] Info Area

The following links may be displayed depending on a student's status:

View Schedule of Entered Subjects: generates a graphical view of each subject's schedule.

View Undergraduate Degree Audit: opens a new browser tab which points to the student's Undergraduate Degree Audit from WEBSIS.

Reset to Pre-Registration: reset subjects list back to its Pre-Registration state, not available for first term Freshmen.

View Online Subject Listing: opens a new browser tab which points to the subject listing in the Online Subject Listing.

View Pre-Registration Schedule: opens a new browser tab which points to the student's pre-registration schedule from WEBSIS.

 View Freshman Folder: opens a new browser tab which points to the student's Freshman Folder from WEBSIS.

[6] Subject Selections List

In the Subject Selections area you will see the list of subjects which are available to edit. For those subjects which permit changes to the Units and Grading Options you will have access to make those changes.

Remove a Subject

To Remove a subject from the list check the **Remove** box and click **Save Selections**.

Add a Subject

To Add a subject enter the subject number in the **Search for Subject** box, then click **Add**.

The Search for Subject box *will only show currently offered subjects*. You must confirm the subject you are adding.

After you click **Add** you may see messages based on the appropriateness of your subject you are trying to add, e.g.,

Grading Options and Units

Grading Options may be changed if applicable by using the pop-up list. Grading Options are tailored to the subject and student. When adding subjects, note the **Total Units** and **Credit Limit** (if applicable) below the list.

Note: Freshman Advising Seminars are assigned by the Undergraduate Advising and Academic Programs Office, and cannot be changed through this Online Registration application.

After you add a subject and click "save" take note of the Total Units and Credit Limit. Many factors affect the way credit limits are calculated. For example, subjects with a grading mode of Listener and not included in credit limit calculations.

When credit limits are exceeded, a warning icon is displayed showing Total Units of subjects selected and the Credit Limit. Some subjects, such as 8.01L, extend into a second term. In those cases, half of the subject's units are applied to one term for the purpose of determining if a credit limit is exceeded. In these cases, the term "Units Applied to Credit Limit" will appear.

[7] Button Row

The buttons in this bottom row allow you to Save, Approve, Reset and Print.

Save Selections

Click **Save Selections** to keep any changes you make. You will see the following confirmation.

Save & Approve Registration**

Click **Save & Approve Registration** when all selections by you and your advisee have been agreed to and added. This is the final step on your part. **When you click Save and Approve the subject selections will be locked!**
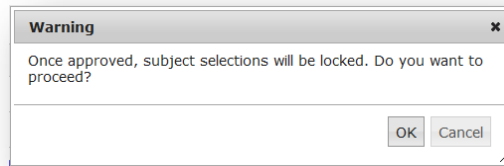
To unlock an approved registration form, access the student's Registration Summary page and click the "Unlock Registration" button. This will revert the form to the "awaiting approval" state where the student and advisor can make changes. Note that the advisor will be required to approve the form again. Registration forms that have been submitted cannot be changed. Rather, registration changes after submission must be made through the Change/Drop/Add process. Students will receive a system generated email that you have approved their subject selections and that they have an additional step beyond your approval before the Online Registration process is complete.
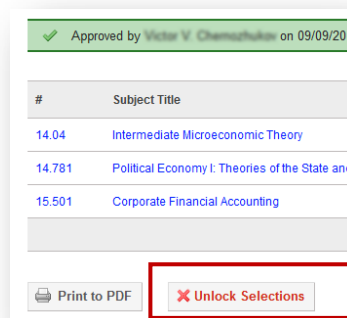
Note: You will receive an additional warning message when you approve a total of less than 32 units.

Reset to Last Save

Click **Reset to Last Save** to undo any changes you have made during the current session since your last Save.

Print to PDF

Click **Print to PDF** to create a PDF copy of the current page which you may then print.

Approve Research and Graduate Thesis Page

How Can I Easily Approve Thesis Subject Selections During the <u>Summer Term</u>?

In order to facilitate the process of approving the registrations for these students, department administrators and proxies can bulk approve graduate students within a program who are registering for only thesis or research subjects for the summer term.

[1] To switch to a different course, open the pop-up list next to Course(s), make your selection and then click *Find Students*.

[2] Click the check box on the far left for as many names as necessary and then click the *Approve* button. To select all names click the box in the header area to the left of MIT ID.