



# **Online Registration Application Advisor Guide**

**Revised August 2013**

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# The Online Registration Application

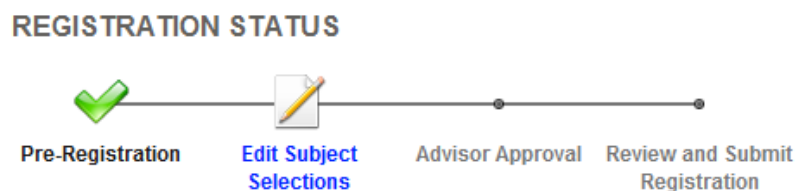
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## About the Online Registration Application

The Online Registration application allows students, advisors, and department administrators to access and manage students' subject selections during the time online registration is open. 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. 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.

### 1. Edit Subject Selections – Awaiting Approval

During the **Edit Subject Selections** step anyone who is authorized – student, advisor, or department administrator proxy - 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

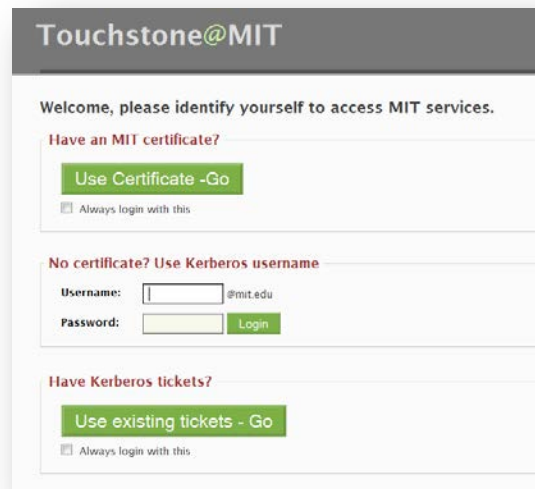
After the student and their advisor meet, the Advisor will approve the subject selections in the Online Registration system. At that point the status changes to Approved. Once Approved the subject selections **may not be altered** in the Online Registration system. To make changes after the selections have been approved, use the Add /Drop/Change process.

### 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 their subject selections and 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.

## How Do I Access Online Registration?

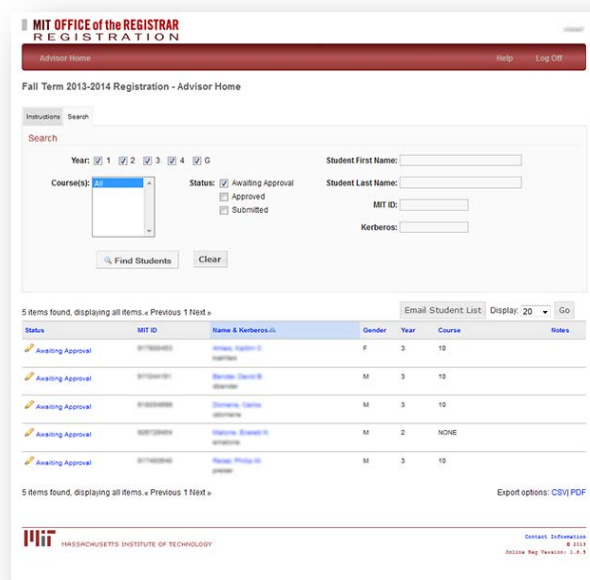
You will access the Online Registration System through the WebSIS Home page during the period that Online Registration is open. Authentication is handled through Touchstone where you are asked to use your Certificate or to enter your Kerberos username and password.



The Touchstone@MIT login page has a dark header with the text "Touchstone@MIT". Below the header, a message says "Welcome, please identify yourself to access MIT services." There are three main sections for authentication:

- Have an MIT certificate?**: Includes a green button "Use Certificate -Go" and a checkbox "Always login with this".
- No certificate? Use Kerberos username**: Includes fields for "Username:" (with "@mit.edu" as a placeholder) and "Password:", followed by a green "Login" button.
- Have Kerberos tickets?**: Includes a green button "Use existing tickets - Go" and a checkbox "Always login with this".

After selecting your Certificate or entering your Kerberos username and password you will see the **Registration – Advisor Home Page**. After reading the **Instructions** you can click the **Search** tab.



The MIT Office of the Registrar Registration Advisor Home page features a red header with the MIT logo and "MIT OFFICE of the REGISTRAR REGISTRATION". Below the header, it says "Fall Term 2013-2014 Registration - Advisor Home".

**Search Section:**

- Year:** Radio buttons for 1, 2, 3, 4, and 0.
- Courses:** A dropdown menu with "All" selected.
- Status:** Checkboxes for "Awaiting Approval" (checked), "Approved", and "Submitted".
- Student First Name:** Text input field.
- Student Last Name:** Text input field.
- MIT ID:** Text input field.
- Kerberos:** Text input field.
- Buttons: "Find Students" and "Clear".

**Results Table:**

5 items found, displaying all items. < Previous 1 Next >

Status	MIT ID	Name & Kerberos ID	Gender	Year	Course	Notes
Awaiting Approval	011000001	Adams, Nathan D. nadams	F	3	10	
Awaiting Approval	011000001	Berkow, David B. dberkow	M	3	10	
Awaiting Approval	011000001	Donkwa, Carlos cdonkwa	M	3	10	
Awaiting Approval	001000001	Winters, Edward H. ewinters	M	2	NONE	
Awaiting Approval	011000001	Reese, Philip M. pree	M	3	10	

5 items found, displaying all items. < Previous 1 Next >

Export options: CSV PDF

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## The Advisor Home Page

**MIT OFFICE of the REGISTRAR**  
REGISTRATION

Advisor Home Help Log Off

Fall Term 2013-2014 Registration - Advisor Home

1 Instructions Search

Search

Year: ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ G

Course(s): All

Status: ☒ Awaiting Approval  
☐ Approved  
☐ Submitted

Student First Name:

Student Last Name:

MIT ID:

Kerberos:

Find Students Clear

2 5 items found, displaying all items. « Previous 1 Next »

5 Email Student List Display: 20 Go

Status	MIT ID	Name & Kerberos ID	Gender	Year	Course	Notes
Awaiting Approval	017622473	Arman, Karim C. karman	F	3	10	
Awaiting Approval	011044181	Bender, David B. dbender	M	3	10	
Awaiting Approval	010034888	Domene, Carlos cdomene	M	3	10	
Awaiting Approval	020728454	Holmes, Everett H. eholmes	M	2	NONE	
Awaiting Approval	017402840	Reyes, Philip M. preyes	M	3	10	

3 5 items found, displaying all items. « Previous 1 Next »

4 Export options: CSV| PDF

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### [1] Instructions or Search

The **Instructions** outline the steps in the process for you as an advisor. Click the appropriate tab to select Search or Instructions.

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.

To locate an individual student enter name, ID or Kerberos user name. You can also filter the list by student year or by the status of the registration process. For example, you might want to list all the students who have submitted their selections and are waiting for your approval. Click the tab to show the Search area if necessary.

#### Fall Term 2011-2012 Registration - Advisor Home

Instructions Search

**Search**

Year: ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ G

Course(s): All

Status: ☒ Awaiting Approval  
☒ Approved  
☒ Submitted

Find Students Clear

Student First Name:

Student Last Name:

MIT ID:

Kerberos:

Select all boxes (or no boxes) in the Year and Status fields to show all students.

After entering or selecting your filter options click the *Find Students* button to activate the search.

**Note:** All years and status choices are checked by default. Search criteria you select will not be remembered by the system.

## [2] 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.

### 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.

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

## [3] 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.

#### [4] Export to PDF or CSV

Click PDF to print a simple form listing the students based on the current search criteria and sort order. Click CSV to export the list to Excel.

#### [5] 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.

<input checked="" type="checkbox"/> Email	Status	MIT ID	Name & Kerberos	Gender	Year	Course
<input checked="" type="checkbox"/>	Awaiting Approval	823323267	Aulley, Heidi G.	F	4	4
<input checked="" type="checkbox"/>	Awaiting Approval	821080737	Bennett, Sofia Rebecca	F	G	4 M
<input checked="" type="checkbox"/>	Awaiting Approval	823323378	Brunello, Leah B.	F	4	4
<input checked="" type="checkbox"/>	Awaiting Approval	828895851	Lin, Jeffrey H.	M	3	4
<input checked="" type="checkbox"/>	Awaiting Approval	823708517	Drummond, Henry G.	M	3	4
<input checked="" type="checkbox"/>	Awaiting Approval	824734880	Yang, Nicole J.	F	3	4

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.

**Email Students**

**Required Field**

To: <list>

From: MSACKS@MIT.EDU

Subject:

Cc:

Bcc:

Report Recipients: MSACKS@MIT.EDU

Note: Each report recipient receives a single email listing all emails sent

Email Text:

Send Preview Clear Cancel, don't send


## Subject Selections Page

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 by you, the advisor. Once approved, subject changes can only be completed through the Add/ Drop/Change process.

**MIT OFFICE of the REGISTRAR**  
REGISTRATION

Advisor Home Help Log Off

Fall Term 2013-2014 Registration – Subject Selections « Prev Student Next Student »

**1**  **Everett H. Malone**  
MIT ID: 026729454 Major: NONE  
Year: 2 Advisor: William H. Gabel

[Student address details | WebSIS](#)

**2** Messages

- You must complete your second Communication Intensive subject by the end of your sophomore year. This may be either a [CI-H subject](#), or, if your major allows, a [CI-M subject](#).
- You have not completed the following components of the Science Core: Chemistry, Calculus II, Physics I, Physics II

**3** My Notes

Generated from Pre-Registration on 07/10/2013 at 03:13 PM | [View Changes](#) **4**

Search for a Subject  Add [View Schedules of Entered Subjects](#) | [View Undergraduate Degree Audit](#) **5**  
[Reset to Pre-Registration](#) | [View Online Subject Listing](#)

#	Subject Title	HASS Category & CIH Status	Units	Grading Option	Remove
6.01	Introduction to EECS I Prereq: None. Coreq: Physics II (GIR)		12	Regular	<input type="checkbox"/>
6.042	Mathematics for Computer Science Prereq: Calculus I (GIR)		12	Regular	<input type="checkbox"/>
8.02	Physics II Prereq: Physics I (GIR), Calculus I (GIR)		12	Regular	<input type="checkbox"/>
21F.503	Japanese III Prereq: 21F.502 or 21F.502; or placement test and permission of instructor	HASS-H	12	Regular	<input type="checkbox"/>
CMS.300	Introduction to Videogame Theory Prereq: None	HASS-H	12	Regular	<input type="checkbox"/>

Total Units: 60

**7** ☒ Save Selections ☒ Save & Approve Registration ☒ Reset to Last Save

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### [1] Student 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 and Other Details on 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 [-].

### Messages [-]

- ❗ There is a hold on this student's record. As an Advisor, you can review and approve the registration. Please be aware that the student cannot submit the registration until the hold is resolved.
- The following subjects have been removed from your selections because they are not offered this term:  
(A subject can be re-added if it's status has been changed to "offered" in the [online subject listing](#).)
  - 1.018J Ecology I: The Earth System (removed on 01/21/2011)
  - 1.036 Structural and Geotechnical Engineering Design (removed from Pre-Registration selections)
- Outstanding OX in 1.035 Mechanics of Structures and Soils Fall 2008-2009
- Credit limit of 60 units

The example image shows several possible messages about a hold, subjects removed after preregistration because they are not being offered this term, outstanding work from a previous term and credit limits. Although this student's registration has a hold you can still approve their subject selections. This student has a credit limit of 60 though you may in fact approve more units than the limit.

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

### [-] Messages

- Your current selections total less than 32 units. Be advised that this could impact financial aid and/or result in other financial implications.
- Based on the results of your Freshman Essay Evaluation (FEE), you may take any CI-H or CI-HW in either semester of your freshman year. [A full list of CI-H subjects](#) is available online. Please note, some CI-H subjects may be listed as HASS-D. Because enrollment in these subjects is managed by a lottery, they cannot be added to this registration form. To enroll in a CI-H subject that is also listed as a HASS-D, please review the procedures at <http://shass.mit.edu/undergraduate/hass/lottery/open>. To enroll in any other CI-H or CI-HW subject not listed as HASS-D, you register as you do for other MIT subjects. You may view your FEE results in your [Freshman Folder](#). Please email [commreq@mit.edu](mailto:commreq@mit.edu) if you need additional information.
- Advanced placement scores and advanced standing exam results are available in your Freshman Folder. You may view these results in your [Freshman Folder](#).
- You will be awarded transfer credit. You may view the pending credit in your [Freshman Folder](#).
- Math Diagnostics Recommendation: As judged by your performance on this Diagnostic, your preparation in high school math is adequate to enroll either in 8.012 or in 8.01. If your score is between 71 and 75 the Physics Department recommends 8.01 but you may take 8.012 if you wish. If your score is 76 or higher, the Physics Department recommends 8.012 but you may take 8.01 if you wish. Please discuss your choices with your freshman advisor.

## [3] Notes

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

Notes saved in the 'My Notes' section are visible only to you. As these notes are never shared with, or accessible by, any other person (not even your assistant), these notes will not become part of the student's 'education record' which he or she is entitled to review upon request. In rare instances, the notes could nevertheless be disclosed in litigation or court process.

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

The screenshot shows a web application interface. On the left, there is a sidebar with two sections: 'Messages' and 'My Notes'. The 'My Notes' section contains an 'Add Note' button and the text 'No notes have been added yet'. A modal dialog box titled 'Edit Note For' is open in the center. It has a large text area for typing, and at the bottom, there are three buttons: 'Save', 'Cancel', and 'Print to PDF'. The background of the web application is light yellow.

Individual notes may be edited, deleted or printed.

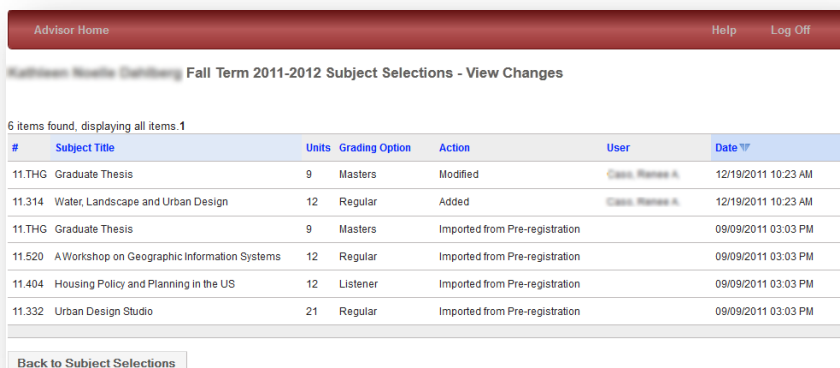
The screenshot shows the 'My Notes' page after a note has been saved. At the top, a green banner with a checkmark icon says 'The note has been saved'. Below this, the page title is 'My Notes (last updated 07/30/2013)'. There is an 'Add Note' button and a link to 'My Notes Privacy Statement'. The page displays a list of two notes. Each note shows its creation date, the text of the note, and links to 'edit', 'delete', and 'Print to PDF'.

Created	Note Text	Actions
07/30/2013	5/5/13 - emailed reminder	<a href="#">edit</a>   <a href="#">delete</a>   <a href="#">Print to PDF</a>
07/30/2013	4/22/13 - met to discuss option for Fall 2013	<a href="#">edit</a>   <a href="#">delete</a>   <a href="#">Print to PDF</a>

#### [4] View Changes 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.



#	Subject Title	Units	Grading Option	Action	User	Date ▾
11.THG	Graduate Thesis	9	Masters	Modified	Cass, Renee A.	12/19/2011 10:23 AM
11.314	Water, Landscape and Urban Design	12	Regular	Added	Cass, Renee A.	12/19/2011 10:23 AM
11.THG	Graduate Thesis	9	Masters	Imported from Pre-registration		09/09/2011 03:03 PM
11.520	A Workshop on Geographic Information Systems	12	Regular	Imported from Pre-registration		09/09/2011 03:03 PM
11.404	Housing Policy and Planning in the US	12	Listener	Imported from Pre-registration		09/09/2011 03:03 PM
11.332	Urban Design Studio	21	Regular	Imported from Pre-registration		09/09/2011 03:03 PM

[Back to Subject Selections](#)

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.

Search for a Subject:

[View Schedules of Entered Subjects](#)

[Reset to Pre-Registration](#) | [View Online Subject Listing](#) | [View Freshman Folder](#)

#	Subject Title	HASS Category & CIH Status	Units	Grading Option	Remove
Total Units: 0					

## [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. You will receive a warning if you enter invalid data. Graduate students only will show a column for **HGN**.

Search for a Subject:

[View Schedules of Entered Subjects](#)

[Reset to Pre-Registration](#) | [View Online Subject Listing](#) | [View Pre-Registration Schedule](#)

#	Subject Title	HASS Category & CIH Status	HGN	Units	Grading Option	Remove
4.303	Art, Architecture, and Urbanism in Dialogue Prereq: None		G	12	Regular	<input type="checkbox"/>
4.390	Art, Culture and Technology Studio Prereq: Permission of instructor		H	12	Regular	<input type="checkbox"/>
24.891	Independent Study: Philosophy Prereq: Permission of advisor		H	9	Regular	<input type="checkbox"/>
STS.260	Introduction to Science, Technology, and Society Prereq: None		G	12	Regular	<input type="checkbox"/>
Total Units: 45						

## Remove a Subject

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

## Add a Subject

To add subjects 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.

**Add Subject**

#	Subject Title	Units	Grading Option
14.09	Reading Seminar in Economics	1	Regular

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

Invalid Subject Number

Subjects taken using "Jr/Sr P/D/F" grading option will not fulfill GIR or department degree requirements, but will be counted in units beyond GIR.

You may designate only one subject per term with the Sophomore Exploratory Option.

## 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**. If the total units are less than 32 the units will appear in red and you will see a message.

Messages

Your current selections total less than 32 units. Be advised that this could impact financial aid and/or result in other financial implications.

**Total Units: 12**

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 the **Save Selections** button 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.

6.00	Introduction to Computer Science and Programming Prereq: None	12	Regular	
8.01L	Physics I Prereq: None	12	Regular	
12.000	Solving Complex Problems Prereq: None	9	Regular	

**Total Units: 69 / Units Applied to Credit Limit: 63 / Credit Limit: 57**

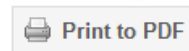
**Save Selections**

**Reset to Last Save**

Refer to the message window for a detailed explanation of credit limits

## [7] Button Row

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



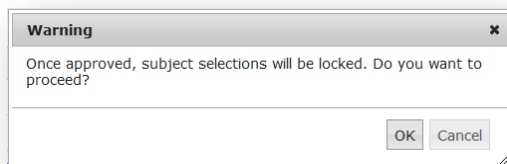
### Save Selections

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

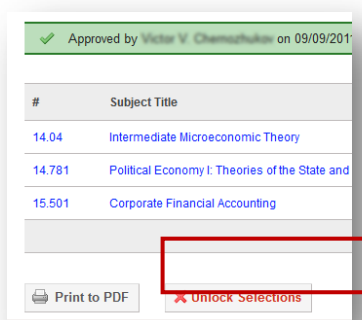


### Save & Approve Registration\*\*

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 create a PDF copy of the current page which may be printed.

**Reset to Pre-Registration**

Click **Reset to Pre-Registration** located above the subjects list to revert the subjects back to its Pre-Registration state.

[Reset to Pre-Registration](#) | [View Online Subject Listing](#) | [View Pre-Registration Schedule](#)

**When you have completed your work on the Subject Selections page click Advisor Home – to return to your list of advisees or click Log Off and close your browser.**