REGISTRATION 101

Otherwise known as

Help! I have to register and don’t know where to start!

University of Wisconsin River Falls
College of Education and Professional Studies
Registration can be both an overwhelming and frustrating process for new and continuing students alike. As an advisor I see many students who are stressed and distressed over the following issues:

- How many classes should I take?
- Which classes should I take?
- What should I do if my classes are closed?
- How long till I graduate?

One of the primary causes for registration anxiety is often times students do not take the time to prepare for registration and utilize the resources available to them. It may take you several sessions to complete this module but it is worth the effort. So sit back relax take a deep breath, and count to ten because here we go!
Step One: Identify Scheduling Issues

Every semester you will need to plan a schedule and register for classes. Your schedule may be influenced by some of the following:

- graduation requirements
- required prerequisite coursework
- scheduling time for field experiences in the schools
- personal schedule
- work schedule
- outside commitments
- credit load (full time, part time)
- your personal timeline to graduate

Quick Tip:
Prioritize your commitments based on what you want, and what do you need, to meet your personal and educational goals!
Things to Consider

- 12 credits = full time status
- Students typically will take 15 credits per semester which will equal 120 credits over four years, but you are not required to.
- Teacher education programs are between 132 - 148 credits
- To shorten time to graduation consider summer and J-term, but keep in mind typically it will take more than one class.
- Don’t forget, student teaching lasts a semester and you do not take any other classes while student teaching.

Quick Tip:
Teacher education students take 4.5 to 5 years to graduate depending on major, minors and other factors. You should carefully discuss your timeline to graduate with your advisor.
Course Sequencing and Tasks

1st year - Freshmen under 30 credits

• Courses to consider
  • General education courses, with the exception of Goal 4 – Multidisciplinary Inquiry (MD)
  • 100 and 200 level major coursework as recommended by your advisor
  • 100 and 200 minor coursework (if applicable) as recommended by your advisor

• Tasks
  • Attempt the Praxis I - Pre-Professional Skills Test
    • If you are required to take Math 30 or English 20 wait until you complete these courses before attempting the Praxis I

  • If your major requires a minor, see your adviser for help choosing one.
    • Minors are listed in the University Catalog
    • Elementary students do have a limited choice of minors please review the choices in the catalog

Academic Alert!
Watch your grades carefully!
B-'s = a 2.67 and the college requires a 2.75 for admission!

Academic Alert!
Watch your grades carefully!
Every credit of “C”s” you earn will require an equal number of “A”s” or 3 times as many “B”s” to reach a 2.75 for admission
2nd year - Sophomores who have between 30 - 59 credits and continuing freshmen under 30 credits

• Courses
  • Continue general education courses
  • 100, 200 and 300 level major coursework as recommended by your advisor
  • 100, 200 and 300 level minor coursework as recommended by your advisor
  • 100, and 200 level teacher education courses

• Tasks
  • Complete and Pass the Praxis I - Pre-Professional Skills Test if not previously completed
  • Develop a long range plan with your advisor with a tentative graduation date

Academic Alert!
Watch your grades carefully!
If you do not have at least a 2.75 by the time you reach 60 credits you should meet with both your advisor and the college’s advisor to discuss your eligibility for admission
Course Sequencing and Tasks

3rd year - Juniors who have between 60 – 89 credits and continuing Sophomores who have between 30 – 59 credits

• Courses
  • Continue general education courses
  • 100, 200, 300 and 400 level major coursework as recommended by your advisor
  • 100, 200, 300 and 400 level minor coursework as recommended by your advisor
  • 100, 200, 300 level teacher education courses

• Tasks
  • If applicable apply for Admission to Teacher Education
  • Meet with Career Services to begin researching the variety of opportunities available to education majors
  • Apply to Student Teach if you plan on student teaching 2nd semester of your 4th year.

Academic Alert!
Watch your grades carefully!
You cannot have any grade below a “C” in any course in your major, professional education, or licensable minors
Course Sequencing and Tasks

4th year - Seniors who have student with more than 90 credits and continuing juniors have between 60 – 89 credits

• Courses
  • Finish general education courses
  • Finish major coursework as recommended by your advisor
  • Finish minor coursework (if applicable) as recommended by your advisor
  • Finish teacher education courses
  • Student Teaching if applicable

• Tasks
  • If applicable apply for Admission to Teacher Education if not previously completed
  • Meet with Career Services to prepare for your career search
  • Apply for Student Teaching
  • Take the Praxis II exam in your teaching areas
  • Apply for graduation

Quick Tip:
The application to student teach is due a year before you begin student teaching!

Quick Tip:
The Praxis II is only offered 7 times a year and only 2 times a year at River Falls!!

Academic Alert!
Watch your grades carefully! EA-A and EC-A students need to have a minimum grad eof a “B-” in your 400 level techniques course to student teach!
Course Sequencing and Tasks

5th year - student with more than 90 credits

- Courses
  - Finish all courses
  - Student Teaching

- Tasks
  - Meet with Career Services to prepare for your career search
  - Apply for graduation
  - Take the Praxis II exam in your teaching areas if not previously completed.
  - Complete Certification Portfolio
Step Two:
Planning Before Your Registration Date

1. **Request and print a Degree Audit Report**
2. **Look up your Registration Enrollment Appointment Time on your Esis account.**

You can see specifically what day and time you register by clicking the Details link under the enrollment dates area. Please keep in mind you can add courses up to the fifth day of the semester with exceptions for J-term and summer. For more information please visit the registers web site at [http://uwrf.edu/registrar/](http://uwrf.edu/registrar/)
Step Two: Planning Before Your Registration Date

- Remove your deposit hold, and fee payment agreement hold on Esis.

- Remove any other holds you may have incurred (parking tickets, text book fines, library fines, unpaid tuition bills.) You cannot register unless these items are taken care of. Please allow 2 days for hold removals to be reflected on your records.

- Identify courses you need to fulfill graduation requirements
  - This can be done by reviewing your Degree Audit Report (DAR) and using the course descriptions in the catalog.

  - Keep in mind a few things when using a DAR:
    - It only shows course departments and number (it does not show titles or prerequisites)
    - It does not show the order you should take courses in
    - It does not show any outside requirements (such as praxis testing, admission to teacher education etc.)
Step Three:
Preparing for your Registration Meeting

- Schedule a registration meeting with your Advisor or Registration Assistant early. If you wait till the last minute there will not be any appointment times left before you register. (1st and 2nd year elementary education students see registration assistants)

- Review your Degree Audit Report.
  - The DAR can be a bit overwhelming at first glance, so look at it section by section to help break it down into smaller pieces. Take your time and read it carefully
  - Highlight courses you still need to complete (look for the “-” sign in front of requirements; these are the ones you need still

- Choosing classes in three easy steps, After you highlight courses look them up in the catalog and on the class schedule on Esis asking yourself the following questions:
  - Question #1 are you eligible to take a class (do you meet the course prerequisites?)
  - Question #2 is the course being offered (many courses are only offered Spring only or Fall only)
  - Question #3 will this course still be available when you register. (Is the course open or closed, this affects most scheduling decisions.)
Step Four: The Registration Meeting

- What to bring to your meeting
  - Current Degree Audit Report
  - List of classes you are interested in taking next semester
  - A list of questions and topics to discuss with your advisor. Remember to write your questions out in advance. Many students forget what they want to ask only to remember 5 minutes after the meeting. (Here are some suggestions)
    - Questions about your major (what is coming up what to expect).
    - Questions about selecting a minor if applicable in your program
    - Questions about courses you plan to take
    - Study abroad if you are interested
    - Academic opportunities available outside of the classroom
    - Honors program (if eligible)
    - Academic Concerns
    - Career information
    - Admission to Teacher Education requirements
    - Anything else you can think of. (Don’t be afraid to ask)
  - Paper and pencil or pen to write down information. Sometimes your meeting may be 4-5 weeks before you register for classes

Quick Tip: Remember, your advisor is here to help you not do things for you!
Step Five: Registering for Classes

- **Enter your Registration PIN** number on Esis to remove your advisor hold. You can enter the PIN number immediately after you receive it from your advisor or Registration Assistant. (graduate students, non-degree seeking students and re-entry students do not need PIN numbers).

- **Search for classes** on Esis in advance of your registration appointment and develop a tentative schedule.

- Log in to Esis at least 5 -10 minutes before your registration appointment to check classes for availability and make schedule adjustments as needed.

- **Add courses** to your schedule once your registration time begins.

**Quick Tip:** Make sure to include backup courses in the event your primary choices fill up.
Step Six: Clean Up!

- After registering run a new Degree Audit Report to “check your work”. If your goal is to proceed through your program in the most efficient manor. You should not have courses that you are registered for listed in the electives section of the DAR with one exception:
  - The Global Perspectives course may be in your electives if it is not a course in your major, minor or general education

- Print a class schedule for next semester!

- Your done! If you have additional questions for your Advisor after registration please follow up with them, don’t wait until next semester!

Quick Tip: Remember, registration does not end until the fifth day of classes next semester. If you don’t get your first choice courses check back on Esis often. Occasionally space may open up later!
Glossary of Terms

- **DAR** – Degree Audit Report
- **Esis** – Electronic Student Information System
- **EC-MC** – Student ages Birth – 11 years, associated with elementary education grades Prek-6
- **MC-EA** – Student ages 6 – 12/13 years, associated with elementary education grades 1-8
- **EA-A** - Student ages 10 – 21 years, associated with secondary education grades 6 - 12
- **EC-A** - Student ages Birth – 21 years, associated with secondary education grades K-12