

ADVISING AND REGISTRATION HELPFUL HINTS

Before meeting with your advisor, it is recommended that you select your courses, clear holds, and register for classes. Then meet with your advisor to make sure your choices keep you on the right path for your degree. The following helpful hints can aid you in this process.

Need to know what classes you need to take?

The Academic Advising Report (AAR) is the tool to use.

Log onto [OneStart](#).

Click on [Go to Student Center](#).

Click on [My Academics & Grades](#)

Click on [View My Advisement Report](#)

Two drop boxes will appear - make sure the first one reads:

Institution box: [Southeast](#)

Enter in the Report Type: AAR & Transcript

Click on [Process Request](#)

At the top your transcript will appear with transfer credit (if any). After the transcript your Academic Advising Report will appear. The Academic Advising Report will provide information on your degree progress. It will show classes you've taken and classes you need to take.

When can I register?

You have a registration appointment. Find it online.

Log onto [OneStart](#).

Click on [Go to Student Center](#).

On the right of the screen under Enrollment Dates

click on [details](#).

It will provide a date & time when you can begin enrolling into classes for the upcoming semester. (This is not an appointment to meet with anyone.)

How do I register?

Register online.

Log onto [OneStart](#).

Click on [Go to Student Center](#).

Click on [Register & Drop/Add](#).

Select the term for which you are registering.

Enter the class number or use the Class Search to find your classes. The advanced search allows you to search by subject, date, professor, instruction method and more. Make sure you read the screens carefully and complete the registration.

Do you have holds that won't let you register for classes?

The Student Center in OneStart is the place to go.

Log onto [OneStart](#).

Look in the "Holds" box in the upper right corner

Click on [Details](#)

Click on [Details](#) again for each hold item.

The hold item details will tell you what you need to

do to remove the hold.

Help with common holds

Citizenship Verification: On the Student Self-Service tab in the Services & Information section, click on Citizenship Verification and follow instructions on the screen.

Immunization Compliance: On the Student Self-Service tab in the Services & Information section, click on Immunization Compliance and follow instructions on the screen.

What if the class I want is full?

If available, get on the Waitlist. Go through the normal process to add a class. If it is full and the Waitlist is available, you will be given an option to be on the Waitlist. As seats become available students on the Waitlist will be enrolled in class.

Important tips!

If you are already enrolled in another section of the class, make sure you use the "drop if enrolled" option.

If you are waitlisting a class that meets during the same time as a class in which you are registered make sure you use the "drop if enrolled" option.

To remove yourself from a waitlist, just drop the class.

If a class is full and the waitlist is not an option you must contact the professor for permission to enroll.

Need permission to register for a class?

Some classes require specific permission. Read the course description for more information. When in doubt contact your advisor.