

***REGISTRATION PERIODS and ENROLLMENT TIMES:
General Information and FAQs***

Registration Periods

For students on the Quarter System (Grad & Undergrad), registration begins the sixth week of preceding term. In general:

- Winter Registration : mid-October
- Spring Registration: mid-February
- Summer Registration mid-February
- Fall Registration early May

College of Law registration periods are determined by the College of Law. Summer and Fall Semester registration is concurrent in mid-April, Spring Semester registration is “stand alone” in November.

The Basic Rule: How Enrollment Times are Determined

Enrollment Dates are available in the Campus Connection Student Center two weeks before registration begins. Students who have an Enrollment Date for the upcoming term receive a general Registration Information e-mail from Student Records once their Enrollment Dates have been assigned.

The Enrollment Date represents the first day and time that an individual student can enroll for classes. Access to add or “swap” classes continues through the Last Day to Add Classes for the term, and their access to drop continues through the Last Day to Withdraw, typically the end of the seventh week of a regular term.

In general students register in order of proximity to graduation. The exceptions are members of student groups approved by the Associate Deans to register first, and Accounting Studies non-degree seeking students who register with the Juniors. The Student Groups register first, followed by the conservatory schools (Music and Theatre), then the degree seeking students in order of descending earned credit hours, and finally the non-degree seeking students.

The Process: How Enrollment Times are Assigned

Two processes precede the Appointment Process. First, the Discontinuation Process is run at the end of the third week of the term to set certain categories of students to “inactive.” These include students who did not enroll in their admit term, students who have not attended for 3 consecutive terms, and students enrolled in 1-term certificate programs. This is followed by Term Activation, which makes the remaining active students eligible to enroll for the upcoming term. This process by-passes students who plan to graduate at the end of the current term.

A student’s Enrollment Date is assigned by matching the student’s total earned hours and career (graduate or undergraduate) to a pre-determined hours range for that day and time. To assign appointments, we populate two tables that are then combined. The Appointment Table is populated with the appointment numbers and the corresponding start and end times. The Student Block Table identifies the parameters for each registration cohort – student group, conservatory schools, degree-seeking hours ranges, non-degree programs.

The run control for the term matches the information in the Student Block and Appointment Tables to assign the individual appointments.

Once the appointments are validated, we “release” them to display in Campus Connection and students are sent an email using the customized process in DePaul Reports and Interfaces. The e-mail is sent to the student’s preferred e-mail. Where none is designated, it is sent to the student’s DePaul e-mail account.

Some categories, such as new students for the upcoming term, are excluded from this particular e-mail. The process produces a log report that includes the email address that was used. For Spring 2011, the Student Accounts collection notices will be sent before the Registration Email

Unique to Spring/Summer Registration:

- Students register concurrently for Spring and Summer *if they are eligible to register for both terms*. Due to graduation, new matriculations, and other factors, a given student may be eligible register for only Summer, only Fall, or both. Therefore students' enrollment times should be the same across Spring and all three Summer Sessions (Regular, SSI, and SS2). Enrollment times could differ across terms or sessions if the student is in a very large student block that has been distributed across multiple start times (see below)

Unique to Winter / December Registration

- For undergraduate students and classes, December is a session of the Winter Quarter. For graduate students and classes, December is separate term.
- The notes above for Summer / Fall appointments apply.

Validation Appointments:

Students are also assigned a validation appointment, which allows them to “test” their chosen classes to determine whether constraints exist that would block their registration. The validation period begins approximately 2 weeks prior to registration, and the are assigned in just 2 blocks.

“Why do I have so many Appointments? What’s with all these sessions?”

- Autumn and Spring have 2 concurrent sessions, the Regular Session and CDM Online Session.
- Winter Undergrad has 3 sessions: the December Session, the Regular Session and the concurrent CDM Online Session.

Winter Grad has 2 sessions: the Regular Session and the concurrent CDM Online Session.
December is a separate term with only one session.
- Summer has 6 sessions: the Regular (10-week) Session and the corresponding CDM Online Session; Summer Session I and the corresponding CDM Online Session, and Summer Session II and the corresponding CDM Online Session

“My Enrollment Appointment is wrong”

Check the student’s hours against the Registration Calendar. *We typically do not share the detailed internal calendar with the students, but you can confirm for them that their earned hours fall within the range for their assigned day and time.* **Records and Enrollment > Term Processing > Student Enrollment Appointment**

- If the student’s hours are correct and match the range on the Registration Calendar, the enrollment time is correct.
- If the student’s hours have changed since enrollment times were assigned two weeks prior to posting (a grade change or transfer credit increased their earned hours) AND the additional hours push them into a new range, we currently ask them to contact their college office.

“My friend registers before me, but we have the same number of hours”

There are limited conditions that may account for the apparent discrepancy. *Be judicious in how you explain these:*

- **“Your friend may be in college or program that registers separately”**
Certain cohorts, such as the School of Music and Theatre School, as well as a small number of students in cohorts specifically approved by agreement of the Associate Deans, register separately and are not queued by hours earned.
- **“Your hours range was randomly distributed across more than one enrollment time.”**
When the number of students in a particular hours range is very large (such as new Fall students registering for Winter with 0.0 earned in October), it may be best to be split the students across two or more enrollment times. The distribution is a random, automated process and we do not change a student’s enrollment time to a “better time” for that range.

“I don’t have an Enrollment / Validation Date”

- Check under **Records and Enrollment > Term Processing > Student Enrollment Appointment**
- If you see an appointment but the student does not, and is looking on the first page of the Student Center and selecting the correct term under details, see Suzi or Dave (“display in self-service” may not have been checked for the term or session)
- If there is no appointment, see if the student was term activated AND the eligible to enroll flag is checked. **Records and Enrollment > Student Term Information > Term Activate a Student**
- If the student is term activated, the appointment will be picked up overnight. If we are in registration week, it can be assigned manually (see Suzi or Dave).
- If the student is not term activated, check Program / Plan. Various scenarios may apply:
 - Students who are graduating at the end of the current term are not term activated for subsequent term. If they delayed graduation, they should be picked up in nightly processing but can also be completed manually.
 - Student may have withdrawn or may have been discontinued. Applying for re-admission is the usual solution
 - Student may have a Leave of Absence, and the issue may be with the return date / term

“My Enrollment Date / Time for one session is earlier / later than for another session in the same term”

- This may happen if a large student block is distributed across two or more time periods. We will honor the earliest time by updating the student’s other appointments manually.

“I never got the e-mail.”

Does the student have an Enrollment Time in Campus Connection? If yes:

- **“Please check and update your e-mail information in Campus Connection” or check your Spam filters.** Students receive the email only if their appointment was assigned in the initial pass. We do have a log of emails sent.