

## WEB REGISTRATION WINDOWS

### *Flexible online registration schedules*

Web Registration Windows offers the ability to set up multiple time periods—or windows of time—where different groups of students can register for courses online. Students can either be presented with a full course list or a limited set of courses with the option of placing limits on the number of courses a student can register for.

The Web Registration Windows screen is used to set up each Web registration window. One window can be set up for general use so that all students can register during a defined period of time or multiple windows can be created with different registration controls assigned to each one. Groups of students can be created by either adding individual students to groups manually or by using a profile to create one or more groups of students to assign to each registration window. Different sets of courses can be created by assigning a course attribute to each desired course then assigning that same course attribute to the desired registration window. Thus, when students who are assigned to a specific registration window go to register, they will only be presented with the courses associated with the assigned course attribute. Limits can also be defined, restricting the number of courses that a student can be registered or waitlisted for.

This online registration feature gives schools the ability to have multiple registration start and end dates while providing different control options at the same time. Schools can offer a priority registration schedule based on student class standing and/or earned credit hours. As students get closer to completing their degree, they have the advantage of registering for classes needed to complete their degree.

