

Greetings Scots!

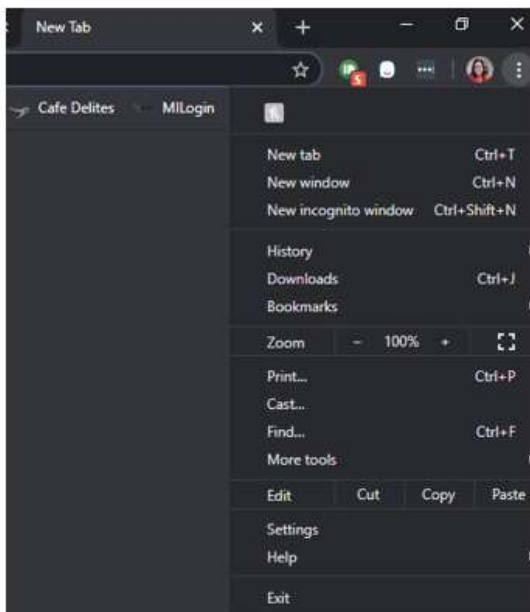
The Registrar's Office is ready for Fall 2020 Registration to begin for seniors on Monday! We are very thankful during these times that electronic access to Student Planning, electronic forms, email and phone we are very well equipped to proceed as normal with our Fall 2020 course selections.

Registration will open for all students with 90+ earned credits (including earned transfer credits) at 9am on Monday, March 16th.

See below for important reminders regarding registration. Please reach out to the Registrar's staff by phone, email, or in person with all concerns. You are our top priority and we are here to help!

Tips and Tricks for Student Planning

1. We learned in the fall that student planning, and web browsers / apps do not always get along! We offer the suggestion that when it is your time to register for classes (right at 9am), that you open a new window of your browser in "private settings" or Incognito. This allows cookies to be disabled, and other data changing apps to also not interfere with the registration button appearing.
2. **HOW TO DO THIS IN CHROME:** This can be done by selecting the small vertical (...) to the right of your account in top right corner of your toolbar. Once the below menu opens, select "New incognito window". Then proceed to Alma.edu and Inside Alma. This will allow a complete refresh of student planning without interference from cookies or other apps.



Access to Advisors In Student Planning:

1. **Advisor to Mark “Advisement Complete”:** All students must have this button marked for them after March 1st to qualify to register when their individual window opens.
 - a. As face-to-face meetings may be compromised during registration, we would like to remind students that academic advisors can review course selections that students have “Planned on their Timeline” within Student Planning.
2. **Compose a Note:** The functionality under the “Advising” (see below) will also allow students and faculty to communicate through student planning on specific information about registration.

Plan your Degree and Schedule your courses

Schedule Timeline **Advising** Petitions & Waivers

3. **Request an Advisor Review:** Students are encouraged to “Request a Review” to trigger advisors to head to student accounts within Student Planning to take a look at planned coursework and mark “Advisement Complete” for students to proceed to registration.
4. **Permission to be added to a closed class / and over the limit:** In lue of producing physical drop / add forms we are happy to process requests from instructors and faculty for students via emails for this function. Please email registrar@alma.edu and one of our RO staff will process and respond the approval. Students will then see this adjustment on their schedule.

*****NEW***** Online Electronic Forms:

1. New online forms for many essential registration functions are now available within the “My Forms” block within Inside Alma. By selecting “other forms”, then select the “Registrar” button you will see forms to complete the following registration functions.

Name	Status	Updated
Consent Form for Disclosure	●	-
Campus Alerts Registration	🔗	
Other Forms	🔗	

- a. Change Advisors
- b. Declare a major and minor
- c. Transfer credit approval (to take a course elsewhere to transfer to Alma)
- d. Independent study form
- e. Academic standards petition

f. Course substitution for a major requirement