

# The Transfer Registration Process: Offering the Best Transitional Experience To Graduation

**NYSTAA Conference 2017**

**Helen Leysath State University of NY at Fredonia**

**Nicole DeStefano-Stone Daemen College**

**Kevin Fricano Daemen College**

# Overview

- ❖ Daemen College Registration Process
- ❖ Fredonia Registration Process
- ❖ Group Discussion: Best Practices
  - ❖ Sharing ideas
  - ❖ Pros/Cons
- ❖ Conclusion

# History of Registration

❖ Do you remember????

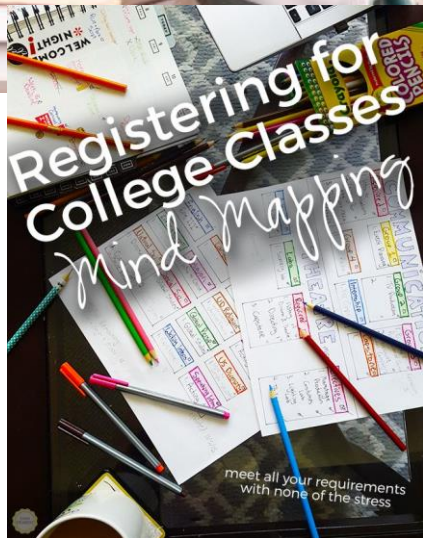


ECTC Registration Form

Name: *Rubio* Press Firmly With  
Empl: *Rubio* Semester: *Fall 20*

PS #	Course		
37074	JEN 101 - 2501	3-445	
37104	MUS 100 - 2501	1030-1145	
38779	ENG 102 - 2513	12-115	
39473	SOC 152 - 2501	130-245	

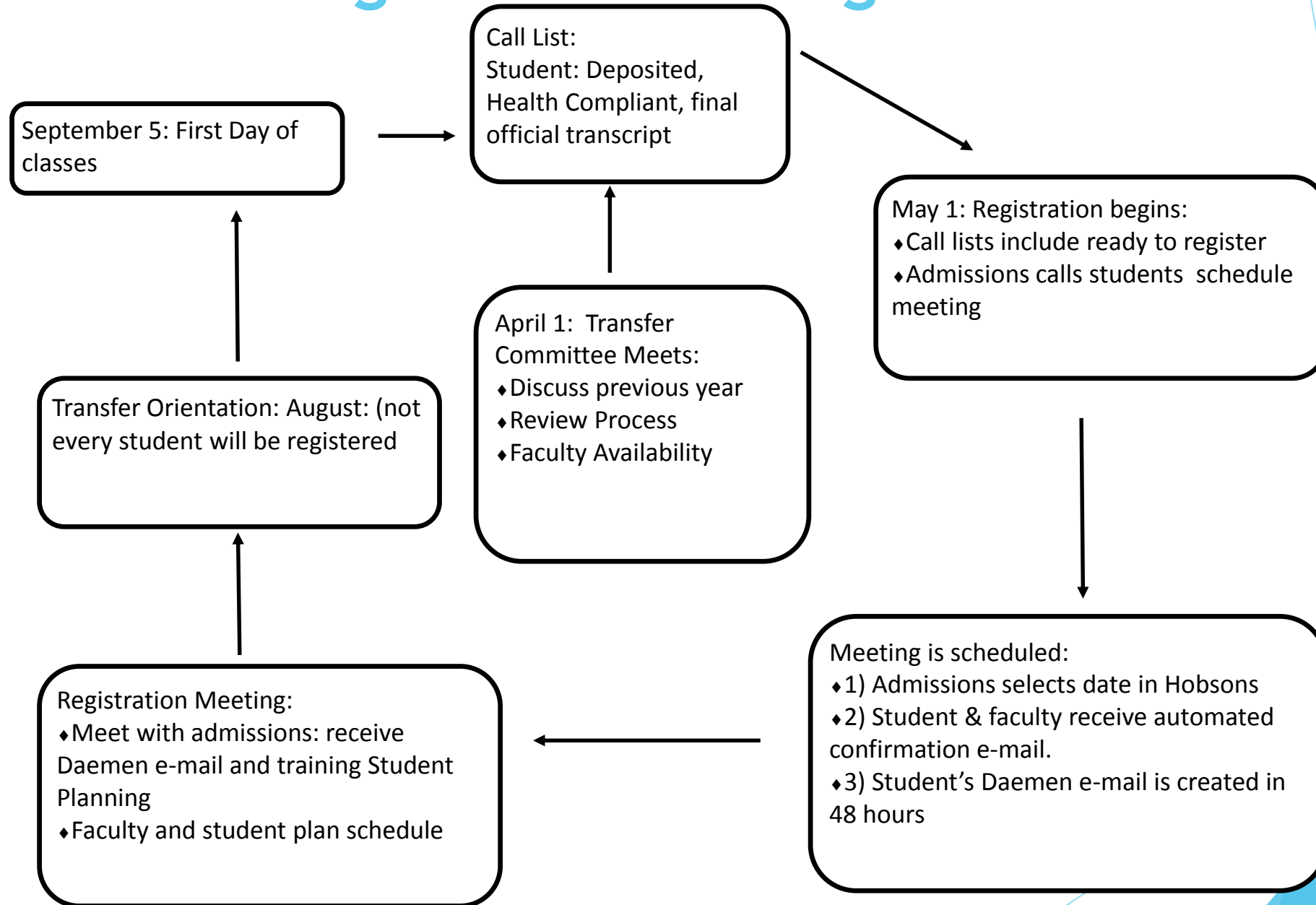
Date: *2/2/08*  
Advisor Name and Number: *Maria*



# Daemen College: Transfer Registration Overview

- ❖ Daemen Enrollment
  - ❖ Fall 200 new transfer students
- ❖ Rolling Registration
  - ❖ Register May 1 through September (up to first day of classes)
  - ❖ Admissions coordinates all registration appointments
  - ❖ Students register with Dept. Chair

# Daemen College: Transfer Registration Overview



# Daemen College

## 2005 - Present Rolling Registration

### Pros Rolling Registration

- ❖ Strengthens relationship with faculty
- ❖ Registration for all classes
  - ❖ What if a class is closed?
  - ❖ Dept. Chairs authority to override closed classes.
- ❖ Allows Continuous Enrollment
- ❖ Assists Retention

### Cons Rolling Registration

- ❖ Late registration in August/September can be challenging
- ❖ Using two systems can be challenging
- ❖ Coordinating schedules can be challenging

# Registration Systems

## Student Planning - Colleague Self Service

- ❖ New Tool
  - ❖ Spring 2017 Pilot
  - ❖ Fall 2017 all programs will go live
  - ❖ Tracks Progress towards Degree Requirements
  - ❖ Plans courses and BUILD a schedule for a particular semester

## ❖ Benefits of Student Planning

- ❖ Tracking progress
- ❖ Plans Ahead
- ❖ Allows for direct contact with faculty
- ❖ Connects to Google calendar

# Registration Current Students

- ❖ Current Transfers through Graduation
  - ❖ Priority Registration:
- ❖ Academic level & Credits Earned
  - ❖ Registration open 24/7



# Transfer Registration Process: State University of NY at Fredonia



# Schedule Building: 2011-Present

- ❖ Pre-building schedules in 2011
  - ❖ Alleviate the anxiety of course registration at orientation
  - ❖ Guarantee students get courses they NEED
  - ❖ More accurate course enrollment data
- ❖ Freshmen and transfers attend summer/fall orientation
- ❖ Completed by Academic Advisors hired for summer orientation; after orientation it's completed by advising and registrar offices
- ❖ 2 'schedule building' days in June; transfers built first

# Course Scheduling Survey & Course Recommendation Form

- ❖ Deposit is paid, students have access to survey in Your Connection (Blinking light - hard to miss!)
- ❖ Survey is printed and reviewed for 'in progress work'
- ❖ **TRANSFER** Advising folders are sent to Department Chair for review: college and high school transcripts, evaluation, decision letter, 'Course Scheduling Survey' & 'Course Selection Recommendation Form'
- ❖ **FRESHMAN** Advising folder contain same material but remain in Advising Office

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**Last Name:** Smith  
**First Name:** Jimmy  
**FID:** F247953334

**Phone:** 2183343256  
**Email:** smith@fredonia.edu  
**MAJOR BANNER:**Business Administration  
**MAJOR (Student Response):** Business Administration  
**MINOR:** Math

**Fulltime (1) or Part time (2)?** Full time

**Current Institution:** Erie CC

**Education:** No  
**Concentration (Ed only):**

**In-progress courses:**

BU 121 Acct I  
BU 151 Princ Marketing  
BU 261 Business Law I  
GO 100 Intro Political Science  
MT143 Stats

**Participation in Athletics?**

**Participation in Ensembles?** None of the above

**Restricted times for scheduling:**

**GENERAL EDUCATION**

General Education Preferences (Most Preferred (1) – (10)Least Preferred):

<b>Mathematics</b> 2	<b>Other World Civ</b> 7
<b>Natural Sciences</b> 1 - Most preferred	<b>Humanities</b> 4
<b>Social Sciences</b> 3	<b>The Arts</b> 6
<b>American History</b> 5	<b>Foreign Language</b> 9
<b>Western Civ</b> 6	<b>Basic Communication</b> 4

**Category preference details**

**Natural Sciences** Biology and Chemistry  
**Social Sciences** Anthropology and Psychology  
**Humanities** Philosophy  
**The Arts** art  
**Foreign Language** french

**Other Concerns:**

**Other Subjects of Interest:**

**Other Suggestions:** Just out of curiosity if there were any intermural or club sports to do just for fun, such as soccer or lacrosse

**Submit Date:** 5/29/2014 2:30:16 PM

# PRIORITY REGISTRATION

## Course Selection Recommendations for New Students

**Student:** Jimmy Smith **Fredonia ID:** F24795334  
**Major:** Business **Chair:** Moj  
**Faculty Contact Name:** Moj or Lisa **Phone:** 3333  
**email:** jones@fredonia.edu

**Major Courses:**

CRN	Course	High Priority	Alternative	Override if Closed
34905	ACCT 202	X		X
34271	MATH 120	X		
21760	BUAD 323	X	any section	X
	BUAD 328		X	
	ECON 300		X	
	BUAD 330		X	

**College Core Curriculum Courses**

*Check all those STILL required*

	Mathematics	X	Natural Science	Except: Biology
	American history		Natural Science	
	Western Civilization		Social Sciences	Except:
X	Other World Civ		Social Sciences	
X	The Arts		Humanities	
	Foreign Language		Basic Communication	

**Notes:** Section 21770 for BIOL 328 is on-line only

**Electives/Courses for a Minor**

Course	Alternative

# Access to Schedules

## Your Connection (student portal)

- ❖ Orientation Advisors 'schedule building days' early June
- ❖ Students are notified via e-mail by June 15 that schedules are available
- ❖ Students cannot make revisions until they attend orientation for **ADVISEMENT**
- ❖ Students attending orientation have access to change their schedule through 1<sup>st</sup> two days of semester
- ❖ Late deposits? Advising Office continues to build over the summer notified in mid-August to view
- ❖ All students will have access to change schedules at in-person/fall orientation

# Priority Registration 2014-2017

- ❖ Replaced Spring into Fredonia
  - ❖ Transfer Students pay deposit by March 31
  - ❖ Complete Course Selection Survey
  - ❖ Transfer Advising folders are sent to depts
  - ❖ Course Recommendation forms returned to Advising by April 5<sup>th</sup>
  - ❖ Schedules built with Fredonia cohort (April 3-14)
  - ❖ Attend summer orientation or fall/in-person registration



# Priority Registration Schedules

- ❖ Students:

- ❖ E-mail that schedule is ready for review
- ❖ Information includes departmental contacts, advising, orientation; degree works videos
- ❖ **IF** student contacts department for advisement by May 12 - allow access to schedule (20%)
- ❖ Attend summer orientation or fall/in-person orientation

- ❖ Faculty:

- ❖ Resource Guide: orientation, student accounts, transfer services instructional videos for degree works & registration
- ❖ Spreadsheet of eligible students

# Conclusion

- ❖ Priority Registration does not effect final enrollment
- ❖ Priority Registration
  - ❖ Numbers are more consistent (94, 89, 86, 95)
  - ❖ Accommodate students regardless of location
  - ❖ Time requirement for faculty & students is in March/April
  - ❖ Students attend orientation (2016 - 78%)
- ❖ Schedule Building
  - ❖ Provides access to required courses
  - ❖ Alleviates stress of finding courses during orientation
  - ❖ More interaction with faculty/students
- ❖ Degree Works Audit for accepted students & 2<sup>nd</sup> orientation session

# Registration Best Practices

- ❖ Questions for us?
- ❖ What is your registration process at your institution?
  - ❖ Pros and Cons
  - ❖ Who coordinates registration at your institution?
  - ❖ Unique process

# Contact Information

- ❖ Helen Leysath State University of NY at Fredonia
  - ❖ [leysath@fredonia.edu](mailto:leysath@fredonia.edu)
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  - ❖ [nstone@daemen.edu](mailto:nstone@daemen.edu)
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