Registration Information for Advisors

1. A reminder: when you look at a course in the catalog, there is a link at the bottom of the course description that will take you directly to PRESTO (up to the minute) enrollment information. See the link titled “Click here for the Fall 2016 Schedule of Classes”; once on the PRESTO page, click on the blue highlighted course line at the top for current enrollment information.

2. It is easy to search for a specific topic or word in the catalog. In the top left-hand corner, you will see “Catalog Search”, click on “Click Here to Search” and you will see that you have the ability to search by course/program/school/or policies. For example, if you are searching for courses that reference World War II, you could search for that phrase (Clicking the “Find whole word or phrase only” will limit your search to that string of words).

3. A reminder that links exist on the left side of the catalog that list all courses that meet one of the general requirements for Cultural Diversity, Quantitative and Formal Reasoning, and Writing. All co-curricular classes are also listed.

4. Degree Works: We rewrote the general requirements so that students who matriculated Fall 2013 and later will see the “new” requirements as written without any of the language pertaining to “old” and “new.” Students who matriculated before Fall 2013 will be able to see the relevant Degree Works report which references the “old” and “new” requirements.

5. How can you see up to date information about enrollments?

   Using the catalog, the link (explained above) for each course takes you directly to PRESTO enrollment figures or log onto PRESTO [Go to: Faculty and Advisors/Look-Up Classes/Select Semester/Select Course information]. (Remember to click on the blue highlighted course information to see current enrollments.)

   An alternative is to use the Registrar’s Report Page. This is a restricted web site which requires a user name and password. If you need access to this page and don’t have the user name or password, please email Jessica Lear in the Registrar’s Office.

6. RAPS: Continuing students need a RAP from you in order to register. If a student is on an academic leave, they do not need a RAP to register for the Fall Semester.

7. All registration appointments can be seen in PRESTO by your advisee [They can go to: Student and Financial Aid/Registration/Registration Status].