Register in RGN

Please have the student complete a registration form. Forward the form to the Registrar's Office to be scanned and linked to the student's virtual file. The form may be found by entering registrar important links in the search box.

If you have an e-mail from the student requesting the registration you may forward it to admissionsdocs@otc.edu along with a note saying you completed the action requested. Please put the student's name, ID number, and action performed in the subject line. The action would be something like registration or withdrawal. The message will be linked to the student's virtual file.

Register

- Enter the RGN screen.
- Select a printer. This is where the registration statement will print.
- Enter the course information with no dashes. (Example: 15/FA BUS 110 101)

- Tip: You do not need to enter the term if the correct term is listed in the term field on the screen. (Example: BUS 110 101)
- Tip: If you do not know the section number hit enter after the course number to select from a list of sections.
- Save out of the screen to register the student.

Drop or Withdrawal

- Enter RGN and select a printer.
- Determine if you should use a X, D or a W to remove the course
    - Use an X for delete if the term hasn't started
    - Use a D for drop after the start of the class if the student will still be in other classes for the term
    - Use a W for withdrawal after the start of the class if the student will no longer be enrolled for the term
- Use the drop down list in the status field for the class to enter the X, D or W. Enter the X, D or W on each class you wish to remove from the student's registration. (Note: If you enter an X and the class has already begun the X will automatically turn to a D.)

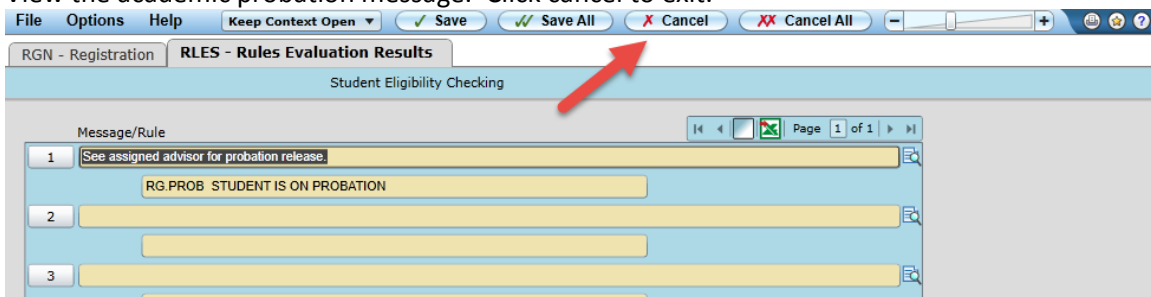- Save out of the screen to remove the student.

Warnings You May Encounter

Academic Probation

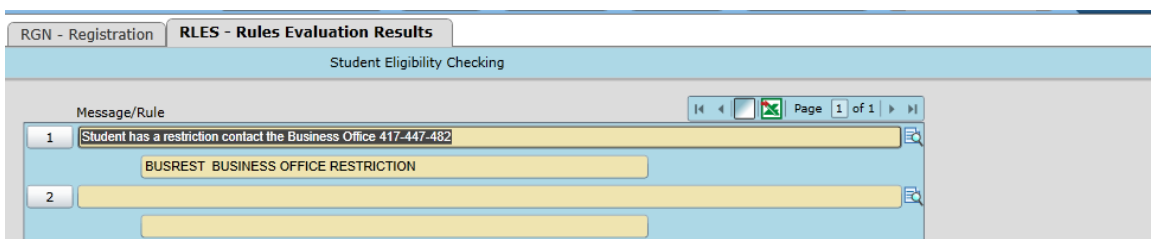- When entering RGN you will see the message below. Click OK for more details.
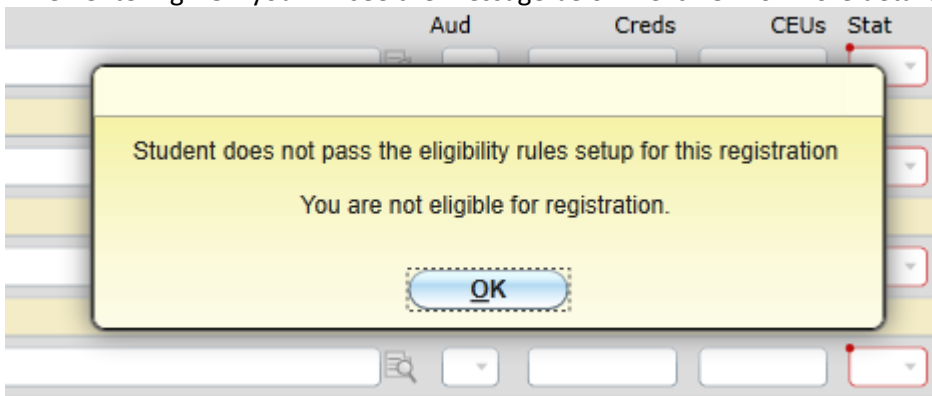
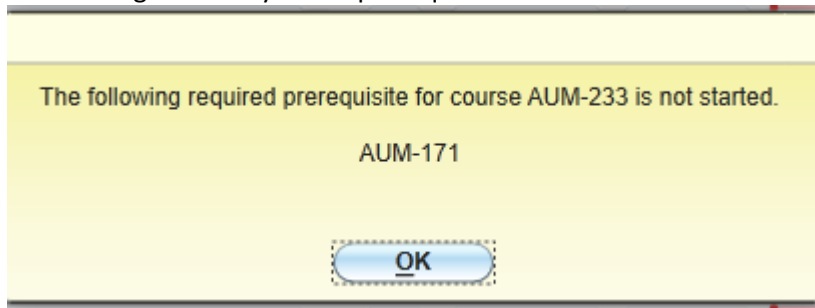- View the academic probation message. Click cancel to exit.

- If appropriate go into MyOTC to release the student to register.

Outstanding Balance

Prerequisite

- The message will tell you the prerequisite for the course.

-

> The following required prerequisite for course AUM-233 is not started.
>
> AUM-171
>
> OK

- If appropriate go to SRWS to enter the prerequisite override permission.

Instructor Consent

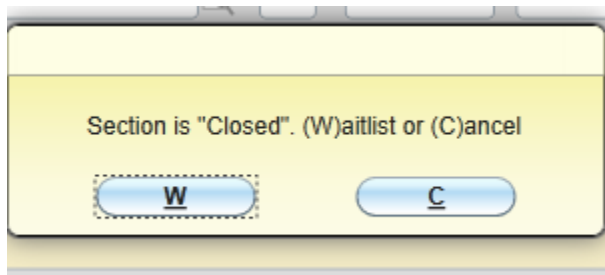- The message will tell you instructor consent is required.

-

> Student requires instructors consent to register in ASN-220-1B1.
>
> OK

- If appropriate go to STPE to enter the instructor consent.

Closed Class with No Waitlisting

-

> Section AUM-135-1B2 is "Closed" (18/18). Enrollment not allowed.
>
> OK
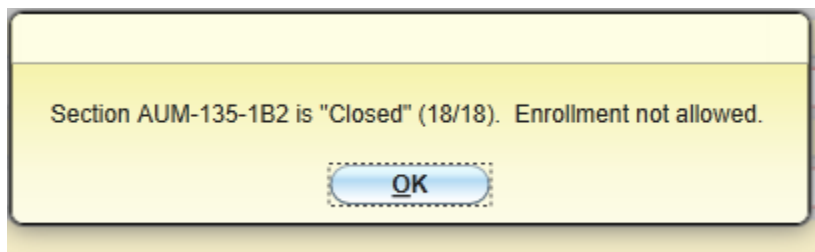
Closed Class With Waitlisting

-

> Section is "Closed". (W)aitlist or (C)ancel
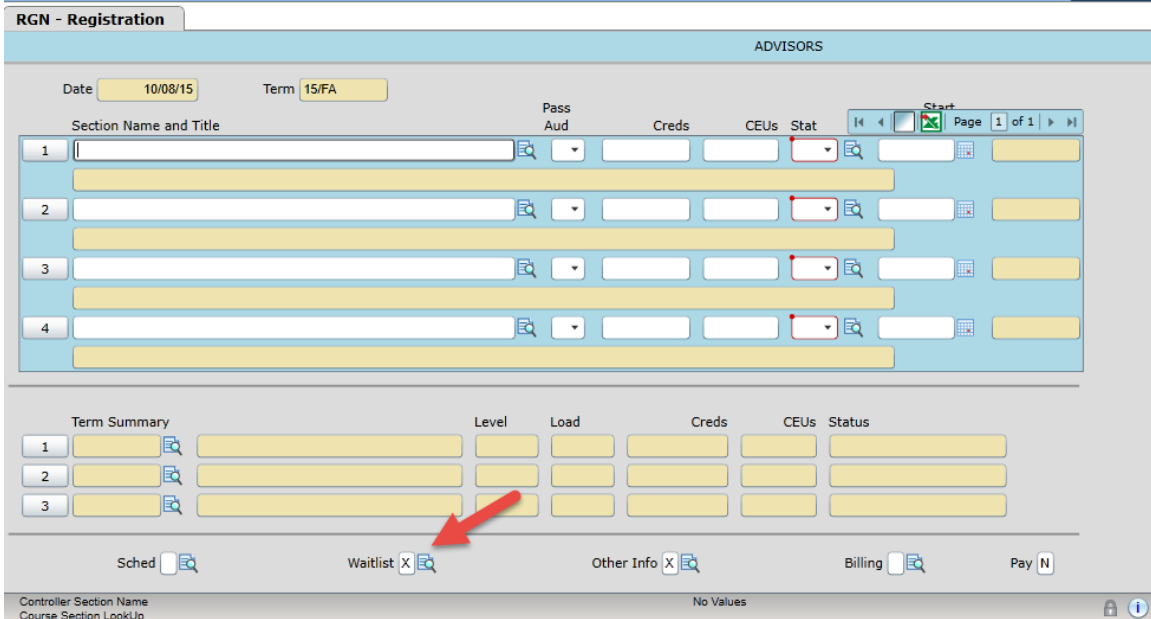>
> W   C

- Click W to add the student to the waitlist for the section. Click C to exit without adding the student to the waitlist.
- If adding to the waitlist you will get a confirmation message.
-

  Student has been added to the waitlist for AUM-135-1B2.

  OK
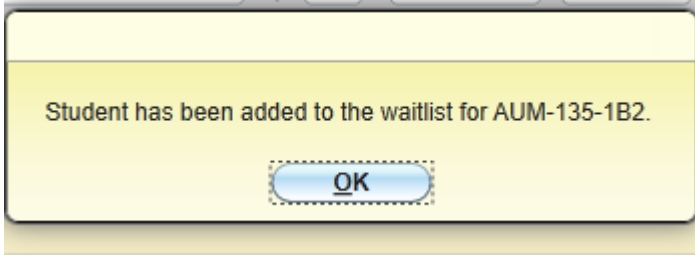
- To view what classes a student is waitlisted for, detail in the waitlist field from RGN.

- Detail into the course section field to see where the student is on the waitlist. Note the status of the section. Detail into the status for even more information on the student's waitlist history for the section.
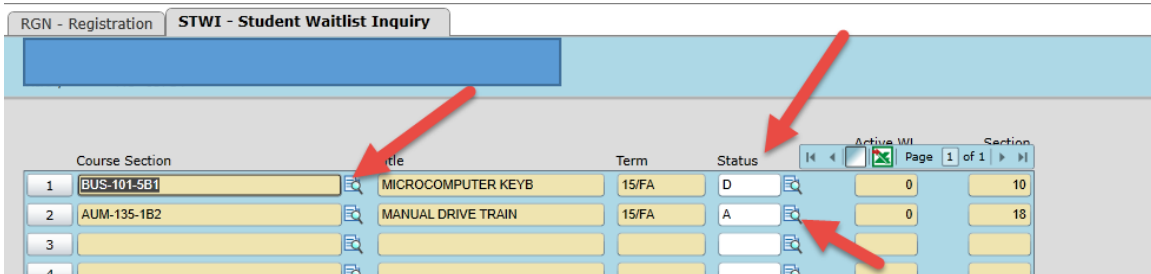
- Note: If a student registers for a different section he or she will automatically be removed from the waitlisted section. No warning is given.

Others

- You may not register for the term at this time. The term has not started yet.

- The student has no priority registration. Meaning we have not yet reached the first day this student can register based on the number of credit hours the student has completed at OTC.
- The student has no UG level. The student doesn't have an active program or may need a new application. Send the student to Student Services for more information.
- Official college transcript are required prior to registration. This student has not submitted his or her college transcripts and is not allow to register for a second semester of classes.
- Please complete all steps in the admission process. This student has not yet attended STAR or been through Academic Advising at an OTC location.
- This course does not have an active status. You are typed something wrong.