

Advisor Information about New Student Registration for Fall 2011

Registration Materials Included in First-Year Advisor Folder

1. Special Approval Forms (print additional forms from 'student forms' link under the 'faculty' tab on My SBC)
2. Overload Request Forms (print additional forms from 'student forms' link under the 'faculty' tab on My SBC)
3. Student instructions on using My SBC to register for the fall term

Registration Materials Included in Individual Student Advising Folder

1. Registration Form (3-part form)
2. Degree Audit Sheet
3. Transcript (if student has any AP, IB, dual enrollment, or other transfer credit)
4. Gen Ed Essay Card (signed card must be turned in to Registrar's Office by 5:00 PM on Aug. 26)

Advising Process: August 21 – August 24

Advising is required for all students before they are able to register for fall term courses. Each student's Personal Academic Information folder contains a Registration Worksheet so she can tentatively plan her academic program for the fall term and a degree audit sheet for the General Education requirements. If she has earned any AP, IB, dual enrollment or other transfer credit, a transcript is also in her folder. The new 2011-12 Catalog is available online.

As part of the advising session, an actual registration form must be completed for each advisee. Be sure to check each advisee's record on My SBC to view any credit she has already earned from dual enrollment courses in high school, from AP credit, from IB credit, or as transfer credit. Do not allow a student to register for any SBC course which is equivalent to posted transfer credit. Advisors must sign the Registration Form, give the white copy to the student, keep the yellow copy for advisor records, and send the pink copy to the Dean's Office. All pink copies may be sent together at the end of the advising period if you wish.

As part of the advising session, each advisee should be told her TERM PIN which is available on your list of advisees on My SBC.

NOTE: Make certain you have selected Fall 2011 from the term drop-down box at the top of the page of advisee listings. There is a space for recording this TERM PIN on the Registration Form. This TERM PIN is required for the student to access web registration.

Course Restrictions and Special Approval

Students must have transfer credit for any prerequisite course. Students will not be able to web register for courses which require the instructor's permission. A Special Approval Form must be completed for any course requiring permission or for prerequisite waivers. If a class is already full, the student may put herself on the waitlist for the course and then should monitor her email for notification if a spot opens for her. In the meantime, she should register for a replacement course in case she does not get into the waitlisted course. Students must bring these signed Special Approval Forms to the Registrar's Office where she will be registered for the approved course. Additional forms can be printed from the 'student forms' link under the 'faculty' tab on My SBC.

Overload Approval

While it is unlikely and not recommended that a new student enroll in more than 18 credits her first term, she must submit an Overload Request Form to the Dean's Office no later than August 24 if she plans to do so. This will allow time for the Dean to review and sign all approved forms, and for the Registrar's Office to register her for those courses exceeding the 18 credit limit before classes begin. Additional forms can be printed from the 'student forms' link under the 'faculty' tab on My SBC.

Schedule of Courses

The most accurate information about fall term course offerings is always found on My SBC. This information, including course enrollments, is updated in real time.

Registration Process: August 21 - 24

Once you and the student have determined her fall term courses, the student should log on to My SBC using your computer and register for these courses. Instructions on how to register are included in each student's folder and a copy is in your advisor folder. Because new student registration is being conducted live during Orientation, enrollments are constantly changing. You may need to assist the student in finding alternative sections or courses if a course is closed when she attempts to register for it. If a student must submit a Special Approval Form in order to register for a course, please have her bring this signed form to the Registrar's Office as soon as possible so we can register her. She should register for any course not needing special approval while in her advising session.

Registration Help

If you need assistance with an advisee, please call the Registrar's Office at 6179. Students may also come to the Registrar's Office at any time for assistance or if they have questions.