

IV. REGISTRATION PROCESS

Louisiana Tech began web registration in the Spring Quarter 2002. Advisors and students should be aware that conventional registration in the Registration Center or the University Registrar's Office is still available. Questions regarding the registration process should be directed to the University Registrar's Office.

The last day to withdraw from a course and receive a "W" grade is **the end of Week 8** of the quarter (or the end of the seventh week of classes). This is followed immediately by advising/early registration for the upcoming quarter which begins **on or about the Monday of Week 9** of the quarter (week 8 of classes) and continues through the last class day of the quarter. A copy of the Advising Form and Advising Form Instructions can be found in the "Resources" section of this handbook. This form can also be downloaded from the Tech Web site at <https://boss.latech.edu> where you can click on "Advising Form". (Section IV-5 below leads you through the login to BOSS.) A trial advising form is also available near the front of the racing form.

IV-1. DETERMINE WHAT YOUR APPOINTMENT SCHEDULE WILL BE

Early registration, schedule adjustment, fee payment, and schedule purges are completely linked with advising now. The entire process runs from Monday of Week 9 to the last day of classes for the quarter. Schedule your advising for graduate students, seniors, and juniors, in order, the first week. The sophomores and freshmen last.

IV-2. ASSEMBLE YOUR TOOLS

If you're not sure who your advisees are, find them on-line on BOSS at <https://boss.latech.edu>. Log into BOSS (see Section IV-5 below), click on the appropriate academic term, and go to "My Advisees", or you can use the advisee lists provided to your college by the Registrar's Office. You'll need advising forms, curriculum sheets, the University Catalog, university-distributed counseling reports on those students you already advise, a "racing form" (Schedule of Classes) for the upcoming quarter, and a working knowledge of using your **BOSS-for-Faculty** tools and the **SCT/SIS** screens. You can also find the registration times, course offerings, advising forms, and other tools on-line at the BOSS website, <https://boss.latech.edu>. If you need login information for BOSS, see section IV-5 below or contact the Registrar's Office.

IV-3. ADVISE YOUR STUDENTS

When advising your students, please remember that course section numbers found on BOSS and in the “Racing Form” mean something! See the chart below to avoid inadvertently placing a student in an unexpected section such as Barksdale or a three-week course when they are expecting something different.

| KEY TO SECTION NUMBERS | |
|----------------------------|---------------------------------------------------------------|
| Section # | Designates... |
| E01-E29 | Credit by Examination (On-Campus) |
| H01-H04 | Honors Classes for English Credit (On-Campus) |
| H05-H09 | Honors Classes for History Credit (On-Campus) |
| H11-H29 | Honors Classes (On-Campus) |
| W85-W86 | HIM Internet Degree Program Classes |
| Z01-Z19 | LDCC Cross Enrollment Developmental Classes |
| 001-029 | On-Campus Classes |
| 030-037 | 1 st 6-Week Sessions (Summer Qtr. Only) |
| 038-039 | 1 st 3-Week Sessions (Summer Qtr. Only) |
| 040-049 | Not used |
| 050-059 | Evening Classes |
| 060-067 | 2 nd 6-Week Sessions (Summer Qtr. Only) |
| 068-069 | 2 nd 3-Week Sessions (Summer Qtr. Only) |
| 070-079 | Not used |
| 081 | Technology Transfer Center (Shreveport) Classes |
| 083 | Compressed Video (CV) Classes (SREC) |
| 084 | WWW Internet Classes (SREC) |
| 085-086 | Not used. |
| 087-092 | Extension Classes |
| 093-097 | TECH Barksdale Classes |
| 098, 099 | Professional Practice, Internship |
| 183, 283, 383, etc. | Designates Compressed Video “Receive” sites, by specific site |

*Exception: Each Fall Quarter approximately sixty (60) sections of University Seminar 100 are offered for first-time freshmen. This course has section numbers from 001-060, and all sections are typically daytime sections.

When scheduling courses for an advisee, you should:

- 1. Review curriculum requirements, course prerequisites, and special permission signature requirements and determine at least 4 alternate course choices** if primary choices are closed. Use <https://boss.latech.edu> and click “**Available Course Sections**” feature for live (actual) seat counts and course changes and “**Course Catalog**” for prerequisites and course descriptions. Alternatively, you can access course availability by looking at screen 105 in the SCT/SIS mainframe system.

2. **Remind** the student to **VIEW THEIR HOLDS ON-LINE** and to get them cleared. Holds include library fines owed, unpaid parking tickets, and the like, that the student has not taken care of. Students won't be allowed to register on the web or at the Registration Center if holds are present.
3. **Require the STUDENT TO SIGN AND DATE THE ADVISING FORM. THEN YOU SIGN IT TOO.** The copy is for you; The original is for the student.
4. **Activate the student's WEB REGISTRATION ACCESS CODE** (see Section IV-6 below). If the student's access code is not updated, **your student will not be able to load his/her schedule and complete fee payment via BOSS nor through the Registration Center.** If delays in the student's registration result, more classes could be closed such that the student cannot register for classes for which he/she has been advised.
5. **Remind your student of their Registration time period.** Use the Registration Critical Dates calendar located on the front page of the "Racing Form," or online at the **BOSS "Critical Registration Dates"** web page.
6. **Remind** the student that he/she must complete the schedule load, adjustment, and fee payment (confirmation) process **by the last day of classes** or the class schedule **will be PURGED. The student will have to start the schedule loading process all over again.**
7. **Remind** the student that "schedule adjustments" (early drop/add) are based on the honor system. Emphasize that you have a copy of his/her completed Advising Form and that he/she is expected to honor that agreement. **If a student chooses to add or drop a course they have not discussed with you, he/she does it at his/her own risk!**

IV-4. SPECIAL PERMISSION SIGNATURES AND PREREQUISITE OVERRIDES

If any of the selected courses require **special permission signatures or prerequisite overrides**, use the **ADVISING FORM** or the **DROP/ADD FORM**, properly completed with advisor/department head/dean signature(s) as required. **REMEMBER: If you are advising for 13, 14, or 15 hours the student will need the College Dean's signature at the bottom of the Advising Form. For 15 hours, the student will also need the signature of the Vice President for Academic Affairs at the bottom of the advising form.** Tell the student to bring the signed Advising Form or Drop/Add Form to the University Registrar's Office or to the Registration Center to have the special permission course(s) loaded for them. This can be done anytime after

their scheduled registration access start date.

IV-5. HOW TO LOG ON TO BOSS AND BOSS-FOR-FACULTY

1. LOG ON TO BOSS

Go to URL www.latech.edu on your web browser, point to “Faculty & Staff”, click on “B.O.S.S. Login”, then click on “Faculty B.O.S.S. Login” **or** Go directly to <https://boss.latech.edu> and click on “Faculty B.O.S.S. Login”

2. LOG ON TO BOSS-FOR-FACULTY

Click on “Enter Faculty and Advisor Services.”
Load your Faculty ID number (SSN) and your Faculty PIN. (If you forget, your department secretary can retrieve the PIN for you – Screen 1F3).
Select the Term (quarter) you want to look at (pull down menu).
Choose what you want to look at.

IV-6. HOW TO UPDATE (ACTIVATE) REGISTRATION ACCESS CODES

If you use the SCT system on the mainframe, you must have a login and password for this system. Contact the Computing Center to get a technician to set up your computer for access to the mainframe and to get your login and password.

If a student is assigned as your advisee (look it up on SCT SIS Screen 121), you have two choices to update the code (BOSS-for-Faculty or SCT). If the student is NOT assigned to you as an advisor, you will have to update the Registration Access Code on Screen 7R3.

1. SCT Screen 7R3

Go to Screen 7R3

Load student “SID” (Student Identification Number) and the “Term” (Quarter – Examples: Fall 2007 is 081, Summer 2008 is 084) in the blanks on the action line and press “Enter.” The student’s information should appear.

Move cursor to the middle of the screen at the bottom and type in the 7-digit “Registration Access Code” (use the F2 “help” key if you forget the code). Examples of the code are 2008100 for Fall of the 200-08 school year and 2008400 for Summer of the 2007-08 school year. Press “Enter.” The screen will update the code, log your Operator Number, and the date/time of the entry automatically. If you are advising a student for classes in both the summer and fall quarters, enter the appropriate code for the fall term to

release the student for both summer and fall.

2. BOSS-for-Faculty

Log onto the BOSS system

Select the quarter for which you are advising.

Click **My Advisees**

Select the student that you are advising and click **Continue**

Click **Update Registration Access Number**

Select the quarter for which the student will be registering. If you are advising for summer and fall quarters, select the fall term to release the student for both summer and fall.

Click **Submit** to change the registration access.

If you prefer or if you are not assigned as the student's advisor, ensure that the student's Registration Access Code is activated in SCT SIS by the person in the Department responsible for this (use Screen 7R3 and the F2 Help key to select the appropriate Registration Access Code).

IV-7. SCHEDULE ADJUSTMENTS (EARLY DROP/ADD) AND DROP/ADD

1. Schedule Adjustments (Early Drop/Add)

Students completing Early Registration may adjust their schedules from the first day of their eligibility to register until General Registration for the new quarter.

***Exception:** During the Summer Quarter, students who completed early registration for the upcoming Fall Quarter will only be allowed to adjust their Fall schedules across the customer service counter in the Registrar's Office. (In other words, no **Web-based** schedule adjustments during the Summer for Fall.)*

Schedule Adjustments are made on the honor system. Please advise students to be cautious about this and remind them you have a copy of their original Advising Form which verifies the agreed upon course selections.

IMPORTANT: Students who complete early registration must pay their fees or confirm their schedules by first purge date (the day after classes end) or their upcoming schedule will be purged (canceled). If students incur additional charges after paying fees/confirming schedules (possibly because of schedule adjustments), they must pay the additional charges (if they are more than \$250.00) by the second purge date (day before classes begin) or their schedules will be purged. Please see the Racing Form for more detailed information.

2. Dropping and Adding Classes

Beginning with the first day of classes in a quarter, traditional Drop/Add takes place using Drop/Add Forms (Schedule Change) forms. (A copy of this form is in the Appendix.)

Adding classes to a schedule is permissible only up to the end of the third day of classes. The dates are published each quarter in the Racing Form. To add a class, the student should fill out the Drop/Add form and sign it, obtain his/her advisor's or department head's signature, obtain the department head's signature if the class is a 300-level or above, and obtain a special permission signature from the department head if he/she does not meet all of the requirements for enrolling in the class. (Common examples: 1) A seat may be added to a closed section with special permission. 2) A student may enroll in a class for which he/she doesn't meet the prerequisites by special permission.) Once the form is completed with all appropriate signatures, the student should take the form to the Registrar's Office to be enrolled.

Dropping classes from a schedule is permitted in three different situations with three different results:

1. From the first day of classes until the end of the third day of classes, a student may drop a class and it will not be placed on his/her transcript. Essentially, this is the same as if the student never enrolled in the class.
2. From the fourth day of classes until the end of the seventh week of classes, a student may drop a class and a grade of "W" will be recorded on his/her transcript. This shows that the student attempted the class but "withdrew" from the class. This class is not figured into the GPA calculation and does not count in the "hours attempted".
3. If a student drops a class from the beginning of the eighth week until the end of a quarter, a grade of "WF" is recorded on his/her transcript. This class is figured into the GPA as an "F" and counts in the "hours attempted".

Note: The exact dates in the current quarter for each of these situations may be found in the Racing Form.

3. Exceptions

- (a) **Development Education Students (students enrolled in 099 courses)** will not be allowed to drop 099 courses without the signature of the Coordinator of Developmental Education, Bulldog Achievement Resource Center, Wyly Tower 202.
- (b) **NCAA Athletes** will not be allowed to drop a course without their

advisors signature and the approval of the Assistant Athletics Director for Academics in Thomas Assembly Center 102.

- (c) **Veteran's Administration (VA) Benefits Students** must process schedule changes through the VA Liaison Coordinator in Keeny Hall 207.
- (d) **Financial Aid/Scholarship Recipients** and students required to be enrolled full-time for insurance purposes should seriously consider the effects of dropping below full-time status (8 credit hours).
- (e) **Math 100** students will not be allowed to drop (W) their Math 100 course without the signature of a representative of the Department of Mathematics and Statistics in GTM 332.
- (f) **University Seminar 100/101** students are generally not allowed to drop this course. If extenuating circumstances exist, drop forms must be signed by the Dean of Enrollment Management in WT 1225 or the Director of the Bulldog Achievement Resource Center in WT 202.

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