

Program Directors/Advisors Process for Student Registration

Schedule Advising Appointments with Students

Discuss Students' Plan of Study; Sign Registration Approval Form; Keep Copy

Check All Students' Schedules in SAP Portal before 1st day of Semester

IF STUDENT HAS NOT REGISTERED
Follow-up With Student
or
Complete LOA or Withdrawal form and send to SGSHS Office

IF STUDENT HAS REGISTERED
Check Schedule against the Registration Approval Form for correct classes and number of hours