

AARC PREFERRED SECTIONS REGISTRATION

The Preferred Section system in AARC is a powerful tool which allows you to choose your preferred sections for an upcoming semester on a list, very similar to the "shopping cart" system used in internet shopping. You will be able to store courses on a list, and then register off that list when it is your time to register for your classes.

You may begin building a Preferred Section list for a semester once that semester's course schedule is searchable on AARC. You will be notified by email when a new semester's schedule is "live" on AARC, and your Advisors may also contact you as they will be able to begin student advising for a new semester once the schedule is live.

The primary advantage of the Preferred Section list is that you will save yourself having to search for the classes during high-traffic periods on AARC, thus getting you onto and off the system much faster.

NOTE: Whether you take advantage of the ability to build your Preferred Sections list prior to your registration time or not, you will always build a Preferred Sections list and then register for your classes off that list.

It is in your best interests to build the list early, and include some backup courses on the list. It will speed up your registration greatly!

BUILDING YOUR PREFERRED SECTIONS LIST

Log in to AARC, click on "AARC for Students" and then under the "Registration" menu click on "Register for Sections."

You will now see the variety of registration tools AARC offers. Right now, we are concerned with the top two options, "Search and Register for Sections" and "Express registration." You may use either to build your Preferred Sections list

For the purposes of this walkthrough, we will use the "Search and Register for Sections" tool. Click on the "Search and register for sections."

This will bring you to the standard course search screen. Select your search term, fill out the other fields as necessary, and press the "Submit" button once on the bottom of the screen.

Next, your search results will be displayed. Check the box to the left of any course you would like to place on your Preferred Sections list, and then press the "Submit" button once on the bottom of the screen.

You have now created your Preferred Sections list! It's that simple. AARC will now remember these courses you have selected and keep them in this list. You can go back to the Search menu

as many times as you like to search for different courses and add them to the list by repeating these steps.

If you already know precisely which courses you intend to register for and therefore prefer to use "Express Registration," the process is essentially the same. When you select "Express Registration" you will be taken to a form wherein you may fill in course information.

You may either elect to fill in only the Synonym for each course, or the entire course number. Synonyms are four-digit numbers assigned to each course. A limited number of paper copies of course schedules are printed each semester, and a copy of this is posted directly outside the Registrar's Office in room C210 of the Main College Building. The Synonyms for courses can be found in either source.

If you do not know the Synonyms, you may fill out the complete course number - make sure to list the Subject, Course Number, and Section Number separately.

Note: Make sure you do not fill in both the Synonym and the Subject, Course Number, and Section Number. It must be one or the other.

Whichever way you enter the course information, make sure you make a selection under "Term" for each course, then press "Submit." This will bring you to a confirmation screen where you will have to check the boxes for the appropriate courses, and press "Submit" again, after which your Preferred Sections list will be created.

Note: Whichever method you use to create your Preferred Sections list, please note that having your list does not mean you are registered for your classes! Registration is a separate step which takes place at your appointed registration time!

REGISTERING OFF YOUR PREFERRED SECTIONS LIST

Each semester the Registrar's Office will post the registration dates for each School of the College. You will also receive an email informing you of those dates.

In addition to specific dates, each student has a specific registration time which marks the point at which they may begin registering for their classes. Once the Registrar's Office assigns registration dates and times, you can always view this information by selecting "My AARC registration dates and times" under the Registration menu.

When it is your time to register for classes, log in to AARC, select AARC for Students, select "Register for Sections," and this time select "Register for previously selected sections." This will bring up your Preferred Sections list.

The column on the left reads "Action." In this column, next to each course, is a drop-down arrow that brings up a list of available actions for that course. The most obvious choice is "RG – Register." **Where appropriate** you may also choose "RP – Register pass/fail" or "AU – Audit."

You may choose "RM- Remove" to remove the course from your Preferred Sections list altogether, or choose "WL – waitlist," if the course is full.

Note that you will not be allowed to register for or Waitlist a course if your pre-requisites for that course have not been completed.

Assign the proper actions to each course, press the "Submit" button at the bottom of the screen, and you're done.

IMPORTANT: If you assign registration actions that AARC cannot fulfill, for instance trying to register Pass/Fail for a course that you cannot take Pass/Fail, AARC will not register you for the course.

Once you register for your courses off the Preferred Sections list, AARC will display a confirmation screen of the registration actions taken, the sections for which you are currently registered, and any sections for which you are waitlisted.

The top of this confirmation screen will read "The following registrations have been processed."

*Unless you see this at the top of the screen, you are **not** looking at a confirmation screen.*

IMPORTANT: Print out a copy of your course confirmation screen and hold onto it!