Registration Reminders for Summer/Fall 2013

- Beginning April 17, continuing students will be able to register for both the Summer 2013 and Fall 2013 terms. During Spring Priority Registration, students register in order of credits passed.
- New students for SUMMER 2013 register on April 26 for summer AND fall classes.
- There is no Fall registration for new Fall 2013 students during this period – these students will register during the Division Orientation sessions held in June. **If a new Fall student does not attend a division orientation session, he or she will need to wait until July 24 to register.** Please encourage new Fall students to sign up online for a Division Orientation ([http://www.pittcc.edu/academics/student-orientation](http://www.pittcc.edu/academics/student-orientation)) to ensure they get the best choice of classes!
- Continuing students who do NOT register for Fall during the Spring Priority Registration period (April 17 – May 2) will not have access to register again until July 22 (**after** new students have been registered during Division Orientations).
- Payment for Summer classes is due on May 10 by 5pm. **Payment for Fall classes is not due until July 18.**

Tips For Entering Schedules Into Datatel

- The Student Registration Priority Screen in Datatel (SREP) that shows the 1\textsuperscript{st} day of registration will still be populated for continuing students and new Summer students. This screen will be populated for new Fall students after the Spring Priority Registration period has ended.
- When entering courses on the RGN screen, you **MUST** precede the course information with the appropriate term, i.e. “2013SU ENG 111 01TR” to ensure that you are registering the student for the correct course and term. This should be done routinely for all classes you are entering.
- You can add both Summer and Fall courses on the RGN screen at the same time. **However,** you need to enter any prerequisite courses first. For example, if a student is taking ENG-111 in summer and HUM-115 in Fall, you should enter the ENG-111 course on line 1 of RGN and then the HUM-115 on line 2. Datatel will then recognize that the student is registered for the prereq (ENG-111) and allow registration into HUM-115.
- During Spring Priority Registration, schedules will automatically print for Summer classes, but will **NOT** show Fall classes because students are not yet being billed for Fall. Fall schedules can be printed after July 9, 2013. (Students will be able to SEE their Fall schedules in the PCC Services area of their MyPittCC account).

Developmental Math & English for Summer & Fall

- Faculty advisors are responsible for registering all continuing students and new summer students for Summer and Fall DMA classes and DRE classes.
- Registration into Fall DMA & DRE classes for new Fall students will be handled during the Division Orientation Sessions by developmental math faculty.
- There is no online registration for the DMA or DRE courses for Summer or Fall.