

From: Student System Modernization <sis@wcupa.edu>
Date: Wednesday, October 2, 2024 at 11:53 AM
To: Deans (Team) <Deans3039@WCUPA.onmicrosoft.com>, WCU-All Faculty <WCU-AllFaculty@WCUPA.EDU>
Subject: Winter/Spring Registration Supports

Colleagues,

Registration for winter/spring begins on Monday, October 7th. In preparation, we wanted to provide you with more information about the supports in place to facilitate registration.

- **RamPortal** now has students' complete academic record. This will allow the system to properly identify students' completion of course prerequisite. This means that students will *encounter fewer hurdles* when registering for winter/spring courses.
 - One area students may still encounter enrollment challenges is when a course requires a minimum grade on a prerequisite, and students transferred in that prerequisites. The grade the student received at the transfer institution will appear in the degree audit. Chairs can issue a prerequisite override if the student has met the minimum grade requirement in the prerequisite.
- **Academic Department** chairs, graduate coordinators, and admins now have access to: enter [enrollment permission](#) overrides for closed classes, department consent, and pre/co-requisites. Academic Departments can also [register students directly](#) if a student encounters any challenges. This semester we'll return to our regular process where a students' primary supports for overrides and exception registration will be with the department chair and their designees.
 - There is a "REQUISITE" override available to use. Please be aware that this will override all pre-requisites and co-requisites for a course. If you would like to override a pre-requisite, but still require the co-requisite, you will need to register the student on their behalf to ensure they are registered correctly.
- The **ServiceNow registration form** is still available to submit challenges. Please [submit a ticket](#) when you are seeing trends in a registration challenges for a particular course. If you are regularly having to issue an override, or help students register, submit a ticket to let us know so we can work on identifying the root challenge.
- Finally, we will have **in-person support** available to help students and faculty during the registration. Feel free to visit us in Suite 20 of 25 University Ave. We'll have supports in place to help with technical challenges and registration challenges. Feel free to drop by Monday-Friday 8 am – 4:30 pm.

Please don't hesitate to reach out if any additional supports would be helpful during this registration period.

Best, Megan

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