

WNE Priority Registration and Information for Advisors

[Priority Registration](#) for Fall 2021 begins Monday, April 5 at 8:30 a.m.

The schedule:

- Seniors, Juniors and Sophomores register the first week
- First-year and professional students register the second week

The process:

- Reach out to your advisees who have not yet requested review
- Share your office hours with advisees and be available for virtual meetings
- Use the advising notes functionality in Self-Service to document your discussions with advisees about their plans
- Review student plans that have been submitted
- When you are ready to approve, archive the plan, make any final notes in Self-Service and click Advisement Complete. Students will automatically receive an email when you have done this
- [New process for internships](#): If you have students who are planning to complete an internship in the fall, please have them register for an internship placeholder
 - The Internship placeholder for each college starts with INTPLHL
 - Students should select the section that coordinates with their college

Important Reminders:

- Go back and review your advisees' schedules a few days after their registration day and time to ensure that they have registered for the courses you discussed
- Full-time students should be registered by the end of Priority Registration for a minimum of 12-credits; students typically need to take a minimum of 15-credits each semester to graduate in four years
- If you have students who are waitlisted for courses, please contact them and discuss their best options, particularly if they are not at 12 credits
 - About 1/3 of undergraduate students enroll in a section from the waitlist
 - In the past we have had students not registered for enough coursework to stay on track to graduate because of unrealistic expectations