Registration
For Academic Advisors
Registration:
For Academic Advisors

Revised by:
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Veronica Martin, Guidance Counselor

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A. Once you have completed advising the student on acceptable courses for enrollment, verify that those courses are open through **WebAdvisor** on the CTCD website. Go to the [www.ctcd.edu](http://www.ctcd.edu) website and click on **WebAdvisor**.

B. Then, select the **Guest/Prospective Students** field.

Next...
A. Select **Search for Sections** from the **Prospective Students Menu** under Admission Information.

Next...
A. Select the current Term.
B. Select the Subject(s)
C. Enter the Course Number
D. Enter the Section only if you are searching for a specific section number.
E. If you would like to make your search more specific, select the Location as well.
F. Using any of the other fields are optional for a more advanced search (i.e. Instructor’s Last Name, Meeting Days of the week).
G. Click SUBMIT.
A. Unless this student is Active Duty Military and registering through the Portal, the only courses available to local and distance learning students start with a “T” followed by a letter for the Course Section (See chart below).

<table>
<thead>
<tr>
<th>SECTION CODE</th>
<th>SITE/LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM</td>
<td>Texas Main Campus</td>
</tr>
<tr>
<td>TD</td>
<td>Texas Distance Learning (500)</td>
</tr>
<tr>
<td>TH</td>
<td>Texas Fort Hood</td>
</tr>
<tr>
<td>TS</td>
<td>Texas District &amp; Service Area</td>
</tr>
</tbody>
</table>

1. View the **Status** – Open or Closed to see if the course is open.
2. **Course Section** – Can only choose a section starting with a “T” followed by a letter (i.e. TM…, TD…)
3. **Location**
4. **Meeting Information** – Be sure to verify the correct Start Date.
A. Once an open class is selected, complete a **Texas Registration Form**. The fields in yellow are to be completed by the student. The fields in red should be completed by the Advisor. If the student has an address change, they can list that information in the **Change of Address** field. **Students can either update their address through WebAdvisor or see the Front Desk to complete a Change of Address Request.**

B. Please list:
1. Student’s Location
2. Term
3. Year
4. Course Name
5. Course Number
6. Section #
7. Class Start & End Date
8. Number of Weeks
9. Credit Hours

C. Advisor is required to sign & date.

D. Also, complete the student identification information on the side table.
A. Either Schedule Change Request forms can be used to Add/Drop courses for a student before or AFTER the start date of the term.

B. **If** prerequisite approval is needed for a course, the approving counselor must **sign and date** here.

C. **If** the section the student wants to **Add** is closed, the **Instructor** or **Department Chair** must **sign and date** here for approval to add to closed section.
A. This form is completed if the student wants to withdraw AFTER the census date. All the fields in light blue are required.

**ALERT:** Only authorized personnel are allowed to process Withdrawals (i.e. Records & Registration, Office Administrator for the Associate Dean/Systems Registrar, DL Records & Registration, C&I Records)

**The advisor is required to sign and date the form if he or she advises the student. Review the withdrawal dates in the Guide to Enrollment to verify that it is not too late for student to withdraw. Students should be advised to contact the instructor if the deadline to withdraw has passed. (See SRGD chart on next page).

**Once the form is complete, either direct the student to the Records & Registration department or the student can email it to: Central.Registration@ctcd.edu**

Student Forms Link: [http://www.ctcd.edu/students/current-ctc-students/registration/forms/](http://www.ctcd.edu/students/current-ctc-students/registration/forms/)
Below is an example of the *Registration Dates* for SPR16 that the Scheduling Office develops. If you do not have a copy of this spreadsheet, please contact the Course Scheduling Department or the Coordinator for Records & Registration.

<table>
<thead>
<tr>
<th>Term</th>
<th># Weeks</th>
<th>Start Date</th>
<th>End Date</th>
<th>Pre-Registration</th>
<th>Registration</th>
<th>Add Date</th>
<th>Drop Dates</th>
<th>Drop Date Req.</th>
<th>Census Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPR16 Main</td>
<td>16</td>
<td>01/19/16</td>
<td>05/13/16</td>
<td>11/30 - 11/30</td>
<td>11/30 - 01/18</td>
<td>01/19 - 01/22</td>
<td>01/19 - 04/15</td>
<td>02/04/16</td>
<td>02/03/16</td>
</tr>
<tr>
<td>SPR16 Main</td>
<td>8</td>
<td>01/19/16</td>
<td>03/11/16</td>
<td>11/30 - 11/30</td>
<td>11/30 - 01/18</td>
<td>01/19 - 01/22</td>
<td>01/19 - 02/26</td>
<td>01/27/16</td>
<td>01/26/16</td>
</tr>
<tr>
<td>SPR16 Main</td>
<td>8</td>
<td>03/21/16</td>
<td>05/13/16</td>
<td>11/30 - 11/30</td>
<td>11/30 - 03/20</td>
<td>03/21 - 03/25</td>
<td>03/21 - 04/29</td>
<td>03/29/16</td>
<td>03/28/16</td>
</tr>
<tr>
<td>SPR16 Main</td>
<td>3</td>
<td>01/16/16</td>
<td>03/26/16</td>
<td>11/30 - 11/30</td>
<td>11/30 - 03/25</td>
<td>03/26 - 03/27</td>
<td>03/26 - 04/01</td>
<td>03/06/16</td>
<td>03/05/16</td>
</tr>
<tr>
<td>SPR16 Main</td>
<td>8</td>
<td>01/19/16</td>
<td>03/12/16</td>
<td>11/30 - 11/30</td>
<td>11/30 - 02/26</td>
<td>02/27 - 02/28</td>
<td>02/27 - 03/04</td>
<td>03/06/16</td>
<td>03/05/16</td>
</tr>
<tr>
<td>SPR16 Main</td>
<td>3</td>
<td>02/06/16</td>
<td>04/09/16</td>
<td>11/30 - 11/30</td>
<td>11/30 - 02/26</td>
<td>02/27 - 02/28</td>
<td>02/27 - 03/04</td>
<td>03/06/16</td>
<td>03/05/16</td>
</tr>
<tr>
<td>SPR16 Main</td>
<td>3</td>
<td>01/19/16</td>
<td>04/09/16</td>
<td>11/30 - 11/30</td>
<td>11/30 - 02/26</td>
<td>02/26 - 02/28</td>
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<td>03/06/16</td>
<td>03/05/16</td>
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<tr>
<td>SPR16 Main</td>
<td>3</td>
<td>03/26/16</td>
<td>05/08/16</td>
<td>11/30 - 11/30</td>
<td>11/30 - 02/26</td>
<td>02/27 - 02/28</td>
<td>02/27 - 03/04</td>
<td>03/06/16</td>
<td>03/05/16</td>
</tr>
<tr>
<td>SPR16 DL</td>
<td>16</td>
<td>01/19/16</td>
<td>05/13/16</td>
<td>11/16 - 11/16</td>
<td>11/16 - 01/14</td>
<td>01/14 - 01/14</td>
<td>01/15 - 04/15</td>
<td>02/04/16</td>
<td>02/03/16</td>
</tr>
<tr>
<td>SPR16 DL</td>
<td>16</td>
<td>02/22/16</td>
<td>06/17/16</td>
<td>12/21 - 12/21</td>
<td>12/21 - 02/18</td>
<td>02/18 - 02/18</td>
<td>02/19 - 05/20</td>
<td>03/09/16</td>
<td>03/08/16</td>
</tr>
<tr>
<td>SPR16 DL</td>
<td>16</td>
<td>03/21/16</td>
<td>07/08/16</td>
<td>01/19 - 01/19</td>
<td>01/19 - 03/17</td>
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<td>03/18 - 06/10</td>
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<td>04/05/16</td>
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<tr>
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<td>16</td>
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<td>08/05/16</td>
<td>02/16 - 02/16</td>
<td>02/16 - 04/14</td>
<td>04/14 - 04/14</td>
<td>04/15 - 07/08</td>
<td>05/04/16</td>
<td>05/03/16</td>
</tr>
<tr>
<td>SPR16 DL</td>
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<td>01/19/16</td>
<td>04/15/16</td>
<td>11/16 - 11/16</td>
<td>11/16 - 01/14</td>
<td>01/14 - 01/14</td>
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<td>SPR16 DL</td>
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<td>01/19 - 03/17</td>
<td>03/17 - 03/17</td>
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<td>04/01/16</td>
<td>03/31/16</td>
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<tr>
<td>SPR16 DL</td>
<td>12</td>
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<td>07/08/16</td>
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<td>11/16 - 11/16</td>
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<td>01/15 - 02/26</td>
<td>01/27/16</td>
<td>01/26/16</td>
</tr>
<tr>
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<td>05/13/16</td>
<td>01/19 - 01/19</td>
<td>01/19 - 03/17</td>
<td>03/17 - 03/17</td>
<td>03/18 - 04/09</td>
<td>03/19/16</td>
<td>03/28/16</td>
</tr>
<tr>
<td>SPR16 DL</td>
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<td>06/10/16</td>
<td>02/16 - 02/16</td>
<td>02/16 - 04/14</td>
<td>04/14 - 04/14</td>
<td>04/15 - 05/27</td>
<td>04/26/16</td>
<td>04/25/16</td>
</tr>
</tbody>
</table>

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<th>Add Date</th>
<th>Drop Dates</th>
<th>Drop Date Req.</th>
<th>Census Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RYAT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAL15</td>
<td>8/1/2015</td>
<td>12/31/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPR16</td>
<td>1/1/2016</td>
<td>4/30/2016</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>SU116</td>
<td>5/1/2016</td>
<td>6/30/2016</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>SU216</td>
<td>7/1/2016</td>
<td>7/31/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*UPDATED 8/26/2016*
A. Enter **RGN – Registration** in the *Form Search* field and hit Enter or *Search*.

**B. If** the usergroup you are in gives you more than one option on the Search Results menu, select **Texas** and hit Enter or click *Open*. If not, the **RGN** screen will open to the **Student LookUp** prompt.

C. Enter the student’s name, ID# or SSN in the **Student LookUp** prompt and click *OK*.

D. Select the correct student the *Search Results* if necessary. Click *Open* or hit Enter.

**Next...**
**Note:** We do not recommend using the synonym because it may be different from what is published in the course catalog. We also wish to avoid selecting the wrong course from the Search Results if the same synonym was used from a previous term.

---

A. Enter the **TERM, COURSE NAME, NUMBER, and the SECTION** (ex. SPR14 MATH 1414 TD043). You can also search by ellipsis for a course (ex. SPR14 Math 1414 TD...) Hit ENTER.

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall:</td>
<td>August 1 — December 31</td>
<td>FAL14</td>
</tr>
<tr>
<td>Spring:</td>
<td>January 1 — April 30</td>
<td>SPR14</td>
</tr>
<tr>
<td>Summer 1:</td>
<td>May 1 — June 30</td>
<td>SU114</td>
</tr>
<tr>
<td>Summer 2:</td>
<td>July 1 — July 31</td>
<td>SU214</td>
</tr>
</tbody>
</table>

B. **Save** and **Update** once all classes have been entered.

Next...
A. When adding a student to a class **BEFORE THE START DATE**, the status on the RGN screen should be an “N”.

![RGN Screen Example](image)

B. When dropping or **DELETING** a course **BEFORE THE START DATE**, change the status to an “X” in RGN to remove the class. For instance, if you realize that you put the student in the wrong section, change the *Stat* field to an “X”.

![RGN Screen Example](image)
If the Search Results menu appears, select the correct section and title (scrolling may be necessary). Verify that the status is Open. Click Open or hit ENTER to add this section to RGN.

If the RGPE, Registration Person Entry screen opens, the student has not been moved to STU (Student) status. Click N in the Alert prompt. Stop here! Information is missing from the admissions process and data needs to be entered. ACADEMIC PROGRAM NEEDS TO BE ENTERED!

If the following alert prompt appears: “Student does not pass eligibility rules set up for this registration...” click OK. This will take you to the RLES, Rules Evaluation Results screen. The student either has a hold(s) on the account, or pertinent admissions information may be missing (i.e. Student type, Ed. Goals, Residency Status, an active academic program date, DOB, etc.).

**See additional Alert messages on pg. 29**
The process to run both are almost the same, but with a few field differences...

A. When the correct classes are entered or changes have been made, **Save** and **Update**.

B. Next, print a **Registration Statement** and/or a **Student Schedule**.

1. A **Registration Statement** will show the fees. Students will question why there is a balance when Financial Aid (FA) has been accepted. **Advise students that FA releases 10 days before classes start.**

2. A **Student Schedule** will not show the fees. However, it will show section meeting times and locations. **We advise that you run both an RGST & SCHD for students that have a lab built within a section. This lab will not show up on a RGST printout.**
A. Enter **RGST** in the *Form Search* field and hit Enter.

B. Enter the following:
   1. **Print only new** – Change to **N** for No
   2. **Sort Sequence** – Change to **NAME**
   3. **Reg User Group** – This field should auto fill to your assigned user group. If not, please enter **TMCOUNS**. **
      The correct user group for Counselors is **TMCOUNS**.
   4. **Terms** – Enter the term(s) (i.e. **SPR14** for Spring of 2014).

      **Example**
      - **FAL14**
      - **SPR14**
      - **SU114**
      - **SU214**

   5. **Students** – Enter the student(s)’ ID, SSN, or Name.

C. Click **Save All**.
A. On the next screen, change the **Output Device** field to an “H” and click **Save All**.

B. There are no changes on the following screen. Click **Save All**.

Next...
A. The **Registration Statement Print** processing prompt will appear. Put a **check** in the **Close automatically when complete box** or you can wait until the report has finished running and click **Finish**.

B. To print your results, **Export PDF** on the **Report Browser**.

Next...
A. Next, verify your settings on the **Formatting Options** pop-up and change the Font Size to 8 or 8.5.

B. Click **Create PDF**.

C. Select the **Printer** icon from the **Command Bar**.

Next...
Colleague

RGST – Registration Statement Print

A. Verify your printer settings.

B. Select Print.

C. Close out the Report Browser when complete by clicking on the X.

D. Give the Registration Statement to the student and have him or her verify that the correct courses and times are listed.
A. Enter **SCHD** in *the Form Search* field and hit *Search* or Enter.

B. Enter the following information:
1. **Print Waitlisted** – Enter **N**.
2. **Print Sort Order** – Enter **S** for student.
3. **Incl Printed Comments** – Enter **N**.
4. **Break on Term** – Enter **Y**.
5. **Terms** – Enter the term or terms.
6. **Students** – Enter the student(s)’ ID, SSN, or Name.

C. Click *Save All*.

Next...
A. There are no changes on the next screen. Click **Save All**.

B. On the following screen, change the **Output Device** field to an “H” for **Hold/Browse File Output**.

C. Click **Save All**.

Next...
A. There are no changes on the next screen. Click **Save All**.

B. The **Student Schedule** processing prompt will appear. Put a **check** in the **Close automatically when complete** box or you can wait until the report has finished running and click **Finish**.

Next...
A. To print your results, select **Export PDF** on the **Report Browser**.

B. Next, verify your settings on the **Formatting Options** pop-up window and change the Font Size to 8 or 8.5.

C. Select the **Printer** icon from the **Command Bar**.

Next...
A. Verify your printer settings.

B. Select **Print**.

C. Close out the **Report Browser** in Datatel when complete by clicking on the **X**

D. Give the **Student Schedule** print out to the student and have him or her verify that the correct courses and times are listed.
# Colleague

## SCHD – Student Schedule Final

![Image of SCHD: Student Schedule Print](https://example.com)

**Academic Program(s):** NUR9.XXX

**Residency:** None

**Ant Degree:** AGS

**Ant Cmplt Date:** 08/01/15

---

### Student Schedule

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Meeting Times</th>
<th>Location</th>
<th>Dldg/Room</th>
<th>Inst Meth</th>
<th>Start Date Term</th>
<th>Credits CRS CDN Stat</th>
</tr>
</thead>
<tbody>
<tr>
<td>KINE-1103-TH007</td>
<td>Weight Training I</td>
<td>MW</td>
<td>03:00PM-04:20PM TERCENT</td>
<td>151 136</td>
<td>LAB</td>
<td>01/13/14</td>
<td>SPR14</td>
<td>1.00cr New</td>
</tr>
<tr>
<td>BIOC-1404-TH016</td>
<td>Bio for Science Majors</td>
<td>TTH</td>
<td>09:00AM-10:20AM TERCENT</td>
<td>150 1055</td>
<td>LAB</td>
<td>01/13/14</td>
<td>SPR14</td>
<td>0.00cr New</td>
</tr>
<tr>
<td>BTOL-1404-TH007</td>
<td>Biology for Science Majors</td>
<td>TTH</td>
<td>11:30AM-12:50PM TERCENT</td>
<td>150 1082</td>
<td>LEC</td>
<td>01/13/14</td>
<td>SPR14</td>
<td>4.00cr New</td>
</tr>
<tr>
<td>ENGL-1301-TH013</td>
<td>Composition I</td>
<td>MW</td>
<td>07:30PM-10:10PM THO00</td>
<td>3200 126</td>
<td>LEC</td>
<td>01/27/14</td>
<td>SPR14</td>
<td>3.00cr New</td>
</tr>
</tbody>
</table>

**Total Credits:** 8.00

**Total CRNs:** 0.00
1. Before the student leaves your office, have them verify that their schedule is correct.

2. Payment is due at the time of registration. Students can pay online through WebAdvisor or direct them to the Business Office.

3. Be sure to Date stamp and sign all Registration forms that you have processed.

4. All documents that you complete will be submitted to the inbox in Building 119, Room 119 for scanning.
**Additional Alert Messages**

<table>
<thead>
<tr>
<th>Alert</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>If the student is registering for more than one term at a time, complete the information for the first term, then, on the next blank line in Section Name and Title enter the next term, course name &amp; number.</td>
</tr>
<tr>
<td>2</td>
<td>This message appears when the class chosen is not active.</td>
</tr>
<tr>
<td>3</td>
<td>This message appears when the section registration dates have either passed or it is too early to register. <em>This usually occurs with distance learning courses. Cut off dates for DL courses are the Thursday before the term start date.</em></td>
</tr>
<tr>
<td>4</td>
<td>If the class chosen requires a prerequisite(s), this alert message will appear. Make sure to have the proper documentation to provide to the records department before overriding any prerequisites.</td>
</tr>
<tr>
<td>5</td>
<td>If the class chosen is closed, this alert message will appear. Click on “C” for Cancel. The student must choose another course section <em>unless he or she has annotated approval by the Dept. Chair or Instructor to be added to a closed section.</em></td>
</tr>
<tr>
<td>6</td>
<td>This alert message will appear if the section is a repeat and the student has a transferable grade (C or higher). The student may repeat for personal improvement or if a higher grade is needed for a particular degree plan (<em>i.e. BIOL 2401 may require a C or higher to transfer from another institution.</em>).</td>
</tr>
<tr>
<td>7</td>
<td>If you mistakenly select the wrong class from the Search Results, it can be removed if RGN has not been Saved and Updated. Click on the line number of the incorrect section and this alert prompt will appear. Choose Delete to remove.</td>
</tr>
<tr>
<td>Alert</td>
<td>Explanation</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| **ALERT**  
  **Cancel record or Return to editing** | This message appears when the Cancel button is selected. It provides the opportunity to exit the record or return to the record if it was selected in error. |
| **ALERT**  
  **Warning: Data from previous screen not accepted** | This message appears when the user is on a screen that has been accessed as a result of clicking on a detail button and clicking Cancel without saving on the screen. |
| **ALERT**  
  **Registration in BIOL-1308-TM001 puts student in overload. Petition is required.** | This message appears anytime enrollment is over 18 credit hours for fall/spring or is over 14 credit hours for summer. The student must receive written permission from the Dean, a Counselor/Advisor, or the Systems Registrar. |
| **ALERT**  
  **BIOL-1406-TM003 requires registration in Course BIOX-1406** | This message appears when the course enrolled in requires a co-requisite (i.e. a lab). The class will be placed on the schedule, but the co-requisite class must be enrolled in immediately. |
| **ALERT**  
  **Section MATH-1414-TM002 conflicts with section HUMA-1315-TM003** | If there is a time conflict with the classes, this alert message will appear. |
This concludes our presentation. If you have any additional questions, please contact:

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FOR STUDENTS OF THE REAL WORLD