

REGISTRATION TOOLKIT

SPRING 2019 COURSE ENROLLMENT OUTREACH

FACULTY TO STUDENT

To: Students

From: [Faculty name]

Students,

The faculty here at the [name of college] would like to congratulate you on your success and achievements thus far. We understand that you are at a pivotal point in the semester where you are preparing for finals and balancing many aspects of your personal life. **We want to remind you that persistence and determination will help you achieve every goal you set yourself.**

We like you to know that registration for the Spring 2019 semester will begin on October 29, 2018. I encourage you to register during your assigned enrollment time...this will help ensure you have access to the best schedule at times you most desire. Additionally, I recommend that you meet with your academic advisor and run your Degree Progress Report [accessible in My Akron] to ensure you are on track to graduate.

As the University continues to launch initiatives and programs surrounding Five Star Fridays, I hope you'll find the new schedule to be rigorous, yet accessible to meet your educational goals! If you'd like information about ways you can maximize your Fridays in next year, see the University's webpage: uakron.edu/fivestarfridays

If you have any questions regarding enrollment, understanding a hold on your account, or anything related to your success at UA, please contact ZipAssist at 330-972-7272 or uazipassist@uakron.edu

REGISTRATION TOOLKIT

SPRING 2019 COURSE ENROLLMENT OUTREACH

ADMINISTRATOR TO FACULTY OR STAFF

To: Faculty

From: [Dean, Department Chair]

Dear _____,

As the [dean/department head], I would like to thank you for your time and commitment to our institution. The [name of department/college/unit] strives to make connections between our students, staff, and faculty to ensure academic success for all our students.

I believe the quality of campus life is crucial to the success of every student. As mentors and advisors to students, we should all seek to serve our students as their campus advocates and provide assistance with understanding campus policies and procedures, as well as assisting students in locating university resources.

As we continue to work on the best interests of our students, I would like to remind you that it is a community effort to retain our students at our campus.

I urge to you share with your students that the Spring 2019 semester registration will begin on October 29, 2018 and if students have any questions about the course offerings to contact their academic advisor and run their Degree Progress Report in My Akron.

As the University continues to launch initiatives and programs surrounding Five Star Fridays, please encourage students to visit the University webpage for a listing of planned programs and information about how they can maximize the new framework of course offerings: uakron.edu/fivestarfridays

If students have any questions regarding enrollment, understanding a hold on their account, or anything related to their success at UA, please encourage them to contact ZipAssist at 330-972-7272 or uazipassist@uakron.edu

REGISTRATION TOOLKIT

SPRING 2019 COURSE ENROLLMENT OUTREACH

ADMINISTRATOR TO STUDENT

TO: [All Students]

FROM: [Dean, Department Chair]

Dear Students,

It is my pleasure and privilege to serve as your [dean/department/head] at The University of Akron. As you know, the [name of department/college/unit] strives to make connections between students, staff, and faculty to ensure the academic success of our students.

We believe the quality of campus life is crucial to the success of our students. As mentors and advisors, our staff seeks to serve as your campus advocates, provide assistance with managing crisis, understanding campus policies and procedures, and assisting you in locating university resources.

As you continue your journey at our distinguished university, I would like to share with you that the **Spring 2019 semester registration** will begin on **October 29, 2018**. I encourage you to register during your assigned enrollment time...this will help ensure you have access to the best schedule at the times you most desire. Additionally, I recommend that you meet with your academic advisor and run your Degree Progress Report [accessible in My Akron] to ensure you are on track to graduate.

As the University continues to launch initiatives and programs surrounding Five Star Fridays, I hope you'll find the new schedule to be rigorous, yet accessible to meet your educational goals! If you'd like information about ways you can maximize your Fridays in next year, see the University's webpage: uakron.edu/fivestarfridays

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ADDITIONAL STEPS FOR STUDENTS

HOW TO REGISTER FOR CLASSES

1. Log into MyAkron using your UA net ID and Password
2. Click Student Center
3. Under "Academics" click enroll
4. Select the term you want to enroll in
5. Search for classes
6. Enroll

HOW TO CHECK FOR HOLDS

1. Log into MyAkron using your UA net ID and Password
2. Click Student Center
3. Under "holds" click view details

HOW TO VIEWS YOUR ENROLLMENT APPOINT

1. Log into MyAkron using your UA NetID and Password
2. Click Student Center
3. Under "Enrollment Dates" click details

HOW TO ADD CLASSES TO YOUR SHOPPING CART

1. Log into MyAkron using your UA net ID and Password
2. Click Student Center
3. Under Academics click "enroll"
4. Select the term you wish to enroll in
5. Type in Class Number and Click enter

QUICK & EASY SOCIAL MEDIA POSTS

@uakron students...did you know it's time to register for spring 2019 classes? Log into My Akron to see what courses are offered! See your academic advisor with questions about your degree progress!

REGISTRATION TOOLKIT

SPRING 2019 COURSE ENROLLMENT OUTREACH

Build your FIVE STAR SCHEDULE of classes this spring! Log into My Akron to view your enrollment time and enroll in classes! Let us know if you have any questions!

Scheduling classes is as easy as four simple steps! 1) Log into My Akron...2) Search Classes...3) Add To Your Shopping Cart...4) Hit Submit! Don't leave campus without your @uakron spring 2019 schedule?

One thing you don't want to procrastinate on...scheduling classes! Don't miss the opportunity to schedule at the best times and to build your best spring schedule @uakron! Log into My Akron ASAP to enroll!

Have questions about enrolling in spring 2019 classes? Let us know! Or, contact ZipAssist in Simmons for help with navigating My Akron, alleviating a hold, or anything regarding your success on campus!

FIVE STAR FRIDAYS mean the majority of classes are Monday-Thursday! Build your FIVE STAR SCHEDULE for this spring! Log into My Akron and view the classes available!

REGISTRATION TOOLKIT SPRING 2019 COURSE ENROLLMENT OUTREACH

COPY/PASTE GRAPHICS TO SHARE

How to View Your Enrollment Appointment

- Log in to MyAkron with your UA Net ID and password
- Click on the Student Center link
- Find the blue "Enrollment Dates" box on the right-hand side of the page
- Click on "details" to view the exact day/time that you are able to begin enrolling!

- ✓ Ensure there are no "Holds" preventing you from enrolling!
- ✓ Meet with your Academic Advisor to confirm which classes to take.
- ✓ Run your Degree Progress Report (DPR) to stay on track for graduation!
- ✓ Stop by our events in October for *free stuff*!

Contact ZipAssist for questions about enrollment!
(330) 972-7272 or uazipassist@uakron.edu



ZipAssist
The University of Akron

REGISTRATION TOOLKIT
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**REGISTRATION TOOLKIT
SPRING 2019 COURSE ENROLLMENT OUTREACH**



**DID YOU PUT COURSES IN YOUR
"MY AKRON"
SHOPPING CART?**

BE SURE TO PUSH "SUBMIT"

**If you have questions about registering for Spring classes, let us know!
Email uazipassist@uakron.edu for advice and guidance on the process!**

PRIORITY REGISTRATION

OPENS
10.29.2018 | 8AM



BUT FIRST...



- Run your Degree Progress Report [DPR] to stay on track for graduation
- Ensure there are no "HOLDS" preventing you from enrolling
- Meet with your Academic Advisor

ZipAssist
The University of Akron

OPEN ENROLLMENT

OPENS
11.09.2018 | 8AM



BUT FIRST...



- Run your Degree Progress Report [DPR] to stay on track for graduation
- Ensure there are no "HOLDS" preventing you from enrolling
- Meet with your Academic Advisor

REGISTRATION TOOLKIT SPRING 2019 COURSE ENROLLMENT OUTREACH

Spring 2019 Enrollment

*Open Enrollment begins on November 9th.
Ensure your student is registered for next semester!*

UA students should check the "Student Center" in "MyAkron"

- Ensure there are no "HOLDS"
- Check the "To-Do List"
- Make sure students meet with their assigned "Academic Advisor"



Let us help!

Have questions about staying enrolled or being successful at UA? Contact our office!

ZipAssist
The University of Akron

✉ uazipassist@uakron.edu

📄 uakron.edu/referral

📍 Simmons Hall, Lobby

**YOU
ARE**