

## Access to the Registration System



**Main Office: 262-3076**

**For questions regarding students with last names:**

A-D	Misty Pitts
x3131	pittsma
E-K	Kendra Craven
x7608	cravenkn
L-Q	Tina Beshears
x8630	beshearskk
R-Z	Diana Nelson
x3077	nelsondj

Access to the registration system is based on the student's number of EARNED hours. The earned hours include transfer hours and completed ASU hours but NOT currently enrolled hours. Students can find out how many earned hours they have by reviewing the DegreeWorks worksheet in the gold bars at the top beside "Cumulative Earned Hours." The Registrar's Office has a chart on their website that allows students to find the time the system will open for them based on their number of earned hours (found at: <https://registrar.appstate.edu/students/registration-classes/early-registration-access> ).

Remind students that the system will not open for them until that time. The system has its own clock, which may not be in sync with their clocks at home! They should not panic if they do not get in at exactly the time given by the Registrar's Office. The system is completely automatic and no "early" entrance to registration is allowed.

If students really have trouble with access, they should check Appalnet to see if they have any holds (e.g., cashier's office, Office of Student Conduct, academic suspension, etc.). A hold will prevent registration. Additionally, if a student had withdrawn for any reason, he/she must complete the online readmission application process (found on the Registrar's Office website: <https://registrar.appstate.edu/students/readmission/undergraduate-readmission> ) to be re-enrolled and cleared to register. There are deadlines to apply for readmission for each term. If they don't see any holds on their account and they haven't had a "stop-out" period, they should contact the Registrar's Office (262-3135) for assistance.

<http://cas.appstate.edu/students/undergraduate-academic-services>



### Registrar's Office Phone Numbers

Service Desk	262-6818
Student Records	262-2051
Registration Center	262-3135
Surcharge Questions	262-7961
Graduation	262-2051
Transcripts	262-2052
DegreeWorks Questions	262-6402