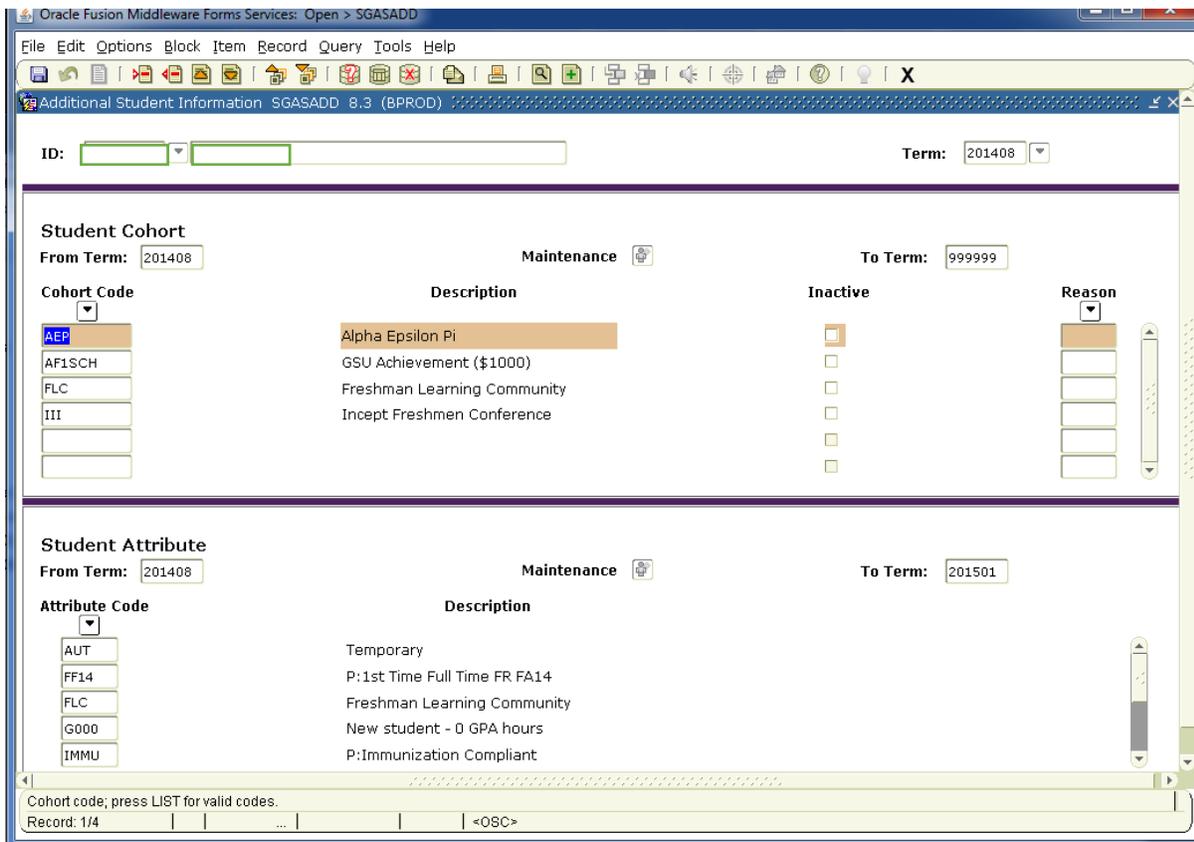


## Learning Community Registration Process (2013- )

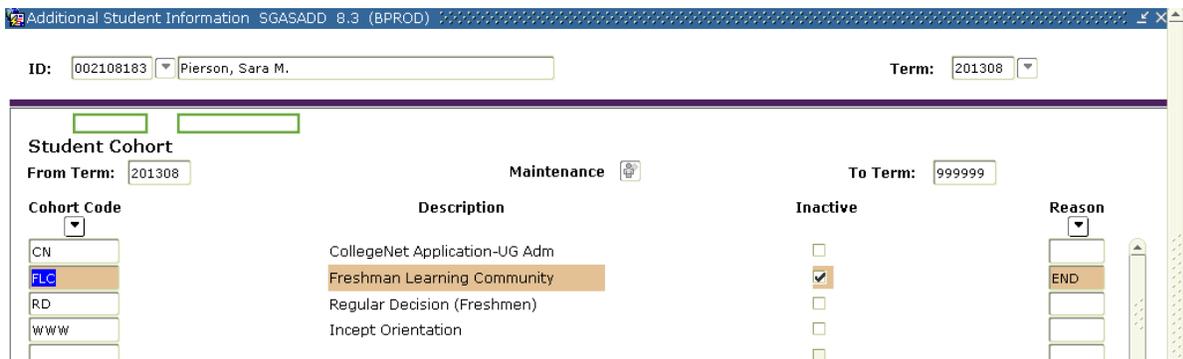
A job is run every night placing the FLC cohort and attribute codes for every student eligible to register for FLC. The logic of the job is: if first-term freshman and not Honors for entry term, then code is added.

Honors students are encouraged to join an FLC, but are under no obligation to do so. Honors students who wish to join an FLC must have the FLC attribute and cohort code manually added at SGASADD prior to them attempting to register for FLC courses.



The screenshot shows the Oracle Fusion Middleware Forms Services interface for SGASADD. The top section is the 'Student Cohort' maintenance screen. It includes fields for 'From Term' (201408) and 'To Term' (999999). Below this is a table with columns: Cohort Code, Description, Inactive, and Reason. The table lists several cohort codes, with 'AEP' (Alpha Epsilon Pi) selected. Below the cohort table is the 'Student Attribute' maintenance screen, showing 'From Term' (201408) and 'To Term' (201501). It also has a table with columns: Attribute Code, Description, Inactive, and Reason. The 'FLC' attribute is selected. At the bottom, there is a status bar with the text 'Cohort code; press LIST for valid codes.' and 'Record: 1/4'.

Freshmen who decide not to join an FLC must have the attribute code removed and the cohort code ended.



The screenshot shows the Oracle Fusion Middleware Forms Services interface for SGASADD, displaying the 'Student Cohort' maintenance screen for a specific student. The student's ID is 002108183 and the name is Pierson, Sara M. The 'Term' is 201308. The 'From Term' is 201308 and the 'To Term' is 999999. The table below shows the cohort codes for this student. The 'FLC' cohort code is selected, and the 'Reason' field is set to 'END'. The 'Inactive' checkbox for 'FLC' is checked. Other cohort codes listed include CN (CollegeNet Application-UG Adm), RD (Regular Decision (Freshmen)), and WWW (Incept Orientation).



Any changes to the schedule due to AP/IB/Joint enrollment credits or placement exams must be approved by the academic advisor and representative of First-Year Programs.

## **Holds**

Similarly as the FLC attribute and cohort codes, a nightly job is run that automatically places a hold on the students. The logic of the hold is: if FLC attribute code is present and registration has taken place, then hold is placed.

The hold is purely administrative and prevents students from changing their registration without the approval of their academic advisor. If the academic advisor agrees to the change, he/she contacts the representative of First-Year Programs to make the change.

Students who, after registering for an FLC, decide to drop out of the program must contact their academic advisor, who will then contact the representative of First-Year Programs. The representative will then remove the hold, terminate the FLC cohort code, remove the FLC attribute, and remove the students from all FLC courses. After these steps have been taken, the advisor will be informed so that s/he can inform the student and provide registration support.

**If you are interested in previewing the manual process we used previously, please contact Nikolas Huot at [nhuot1@gsu.edu](mailto:nhuot1@gsu.edu).**

Visit <http://success.students.gsu.edu/> and <http://advisement.gsu.edu> for more information.

### FLC Advising Passport

#### Part 1: The Basics

Preferred and Last Name		Panther ID
GSU Email	@student.gsu.edu	Intended Major:
Alternate Email		Phone:
<input type="checkbox"/> I have taken the Math Placement Exam _____ <input type="checkbox"/> I plan on taking the Math Placement Exam. <input type="checkbox"/> I do NOT plan on taking the Math Placement Exam.	<input type="checkbox"/> I have taken the Chem Placement Exam _____ <input type="checkbox"/> I plan on taking the Chem Placement Exam. <input type="checkbox"/> I do NOT plan on taking the Chem Placement Exam.	Do you have any unresolvable holds? <input type="checkbox"/> No. I'm hold free now. <input type="checkbox"/> Yes. I still have hold(s)  Do you expect more credits? <input type="checkbox"/> No. My transcript looks final. <input type="checkbox"/> Yes. I'm waiting on something.

#### Part 2: Registration

If you need an additional course, have credit for an FLC class, or other issues, visit a help station before continuing. Bring this sheet with you.

Which FLC did you choose?	Humanities 1	
What courses do you have or anticipate credit for on your transcript? Include AP (AP score must be a 3 or better)	FLC Courses with CRN	Advisor FLC Revisions with CRN
<input type="checkbox"/> C <input type="checkbox"/> A	GSU 1010 84231 R 11:00-12:15	<input type="checkbox"/> F
<input type="checkbox"/> C <input type="checkbox"/> A	Engl 1101 84751 TR 1:00-2:15	<input type="checkbox"/> F
<input type="checkbox"/> C <input type="checkbox"/> A	Hist 2110 88429 MW 3:00-4:15	<input type="checkbox"/> F
<input type="checkbox"/> C <input type="checkbox"/> A	Spch 2050 88392 MW 1:30-2:45	<input type="checkbox"/> F
<input type="checkbox"/> C <input type="checkbox"/> A	Film 2700 88322 MW 12:00-1:15	<input type="checkbox"/> F
<input type="checkbox"/> C <input type="checkbox"/> A	Phil 1010 88474 TR 2:30-3:20	<input type="checkbox"/> F
<input type="checkbox"/> C <input type="checkbox"/> A		<input type="checkbox"/> F

Is there an additional, 1-hour course you need to be in? Select **one** of the following choices:

<input type="checkbox"/> Band	<input type="checkbox"/> ROTC	<input type="checkbox"/> Honors Seminar (Specify: _____)	<input type="checkbox"/> None
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Advisor notes and recommendations	Advisor's Initials:
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#### Part 3: Verification

After checking everything for correctness, sign this document in the adjacent space.	Date:
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