

Registration Worksheet

Fill in this form before Registering !

List your class selections and alternatives in the boxes below. Write each 5-digit class code number carefully—this will serve as your initial class schedule and help you to correctly enter the numbers into the system. **NOTE:** If your class code only has four digits, add a zero to the beginning of the code number, for example, if your class code is 1179, you would write 01179.

Desired Class Selections			Alternate Class Selections		
Class Code No.	Class Title	Time	Class Code No.	Class Title	Time
□ □ □ □ □	_____		□ □ □ □ □	_____	
□ □ □ □ □	_____		□ □ □ □ □	_____	
□ □ □ □ □	_____		□ □ □ □ □	_____	
□ □ □ □ □	_____		□ □ □ □ □	_____	
□ □ □ □ □	_____		□ □ □ □ □	_____	

Terms you need to know to register for classes:

<i>Phrase</i>	<i>Definition</i>	<i>Example</i>
Academic Career	One of the Los Rios colleges	ARC, CRC, SCC
Hold	A notation placed on a student's record that will prevent registering for classes	Balance due to the district/ Academic Probation
Password	A user-defined value required to complete the web logon process. Min. 6 characters	Harvey/Name4me/HelloPS
PIN	A user-defined numeric value required to complete the telephone logon process	451223
Primary Name	An individual's legal name	Samuel T. Barnes
Preferred Name	The name by which a person wishes to be called	Sammy Barnes
Student Attribute	A value that identifies a characteristic of the student	New/New-transfer/Cont.
Term	A semester	Summer2002/Fall2002
Study List	A student's own class schedule	Math 1 MWF 9am
Class Number	The 4-digit number used to add or drop a class	4643 Art 20B
Session	The calendar length of the class	First 9 weeks/Full term (18 weeks)
Section	The 3-digit number used with the subject and catalog numbers to identify a specific class offering	101 (Art 20B, Sec. 101)
Student ID	A 7-digit number identifying each student. Used instead of Social Security number. May also be referred to as the "emplid."	1002364
HTML logon	User ID required when someone wishes to access the system over the web. Logon is made up of letter "W" plus student ID	W1002364
Related class	A second or third class that is required when a student enrolls in another class	Discussion plus a lab class
Meeting pattern	The days and times when a class is scheduled to meet	MWF 10:00 - 10:50 am