

## Registration Podcast Transcript

00:00:09 Crystal Credi

Welcome to IVCC's podcast. My name is Crystal Credi, the Administrative Assistant for Student Services. Today we are going to talk about the steps that need to be completed prior to registration opening. Today my guest is Missy Killian, an IVCC counselor. Hi Missy, thanks for being here.

00:00:30 Missy Killian

My pleasure.

00:00:31 Crystal Credi

So, could you put yourself for a moment in the shoes of a brand new student, let's say a new high school graduate or an early graduate. What should be the first steps that you are taking?

00:00:43 Missy Killian

OK, well first of all you want to make sure you apply to IVCC. You can do this really easily on our website. And then you want to make sure that you contact your high school counselor and get your high school transcripts sent to IVCC as well as any testing scores like SAT/ACT. We want to make sure we've got those on hand. After that you want to contact the Counseling Center, and we can see if you'll need placement testing. We can sometimes use your SAT/ACT scores for that, or some students need to take our placement tests as well. So you can contact the Counseling Center, and we can let you know if those placement tests need to be completed.

00:01:32 Crystal Credi

So, let's think now about adult students. Will they need placement testing? What would be some of their first steps?

00:01:40 Missy Killian

Well, the same first step would be turning in that application to IVCC from our website, and then yes more than likely are adult students would need to take our placement tests. For the placement test, those can be done either online or on campus in person, and that information is also on our website.

00:02:02 Crystal Credi

When should students be contacting Counseling in order to select classes?

00:02:07 Missy Killian

We start registration, you're not usually thinking of it at that point, but we start registration for the next semester, usually in the middle of the current semester. So, we want students to come

and see us as early as possible, and we're seeing students even before registration starts to get their schedules in shape and get all ready to go for that first day of registration. So, for instance, right now, in October we're seeing students in preparation for the Spring semester, which starts January 14<sup>th</sup>. Registration for the Spring semester starts November 5th, but we are encouraging students to call the Counseling Center now, so we can get together with them and get them all ready with their class schedule so that they can register that very first day. It gets pretty busy and hectic and crowded around here when registrations opens up, and then as we approach the next semester - so it's a good idea if you can get your appointment and get that out of the way early.

00:03:13 Crystal Credi

So, you can call the counselor anytime at 815-224-0360 in order to schedule classes.

00:03:21 Missy Killian

Yes, please do that right now.

00:03:27 Crystal Credi

Let's address a common misconception. I know I've heard a lot of times from student: "I didn't register or select classes before the payment deadline, so it's too late for me to select classes now, right?" No, you have up until classes begin to schedule classes. Is that correct?

00:03:44 Missy Killian

Right, and I hear that a lot. So, I don't know where that story started, but you can still sign up for classes after the first tuition due date. At that point, we go on a Wednesday to Wednesday basis with tuition, so once you see tuition is due doesn't mean registration is over. We're still seeing students for registration up until classes start that next semester.

00:04:14 Crystal Credi

So as a student, you've taken all the steps. You've seen a counselor. You've selected your classes. What else should they be doing to ensure that they're ready to go when registration opens on November 5th?

00:04:30 Missy Killian

Great question. So, we have different ways that students can register for classes. The first opportunity is by using Web Advisor. So, students need to get their Web Advisor account set up and ready to go if they don't already have it up and ready to go. And then what you can do is, before registration even starts, you can put your classes in your preferred schedule on Web Advisor, which I like to call the shopping cart. And then when registration opens, you can just submit those courses. The first opportunity to register is at 9:00 AM on November 5th and for that first hour it's online registration only; so, if you've got everything ready to go with Web

Advisor, you can take advantage of that. After that first hour, you can register by phone or in person in Admissions and Records. So, if you need to get Web Advisor set up, and you don't know where to start, we have a Student Help Desk that can help you get that all in order. So, I would encourage students to do that for sure.

00:05:40 Crystal Credi

The Student Help Desk can either be reached via email at [SHD@ivcc.edu](mailto:SHD@ivcc.edu), via phone at 815-224-0318, and also in person in D-201. Registration for Spring of 2021 classes, as we said, opens on November 5th. Registration for Summer of 2021 classes will open on April 2<sup>nd</sup>, and Fall has not yet been set, but it will probably be that next week in April. Thank you, Missy, so much for being here with me today.

00:06:13 Missy Killian

You are welcome. It's been fun.

00:06:16 Crystal Credi

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