Fall 2021 Express Registration Schedule

Monday, August 23 to Thursday, August 26 from 11 a.m. to 7 p.m.
Monday, August 30 to Thursday, September 2 from 11 a.m. to 7 p.m.

Zoom Front Desk Registration
Zoom ID: 989-7485-1705
*All advisers will be available

How to Sign Up for an Appointment With Your Adviser:

1. Log into Starfish
2. On your home page click on the 3 blue dots to the right of your adviser’s name
3. Click schedule
4. Click the drop down next to advising
5. Select the type of appointment you are seeking – (Please be sure you choose the best modality for you: in person or via Zoom)
6. Click continue
7. Select the time and date that works best for you (You can change the view of the week by using the calendar feature on the left side of the page)
8. Click continue
9. Leave a note for your adviser if you feel it is helpful for your appointment
10. Click confirm
Prior to making your schedule, gather your curriculum sheet (available in the Vaughn Portal) and your Degree Audit (on Sonis). You should then make a Zoom appointment with your adviser through Starfish; you will need your adviser to lift your online registration hold.

The curriculum sheet and DA Report will both list the courses required for your degree. The curriculum sheet is helpful as it provides a recommended sequence for taking your courses, and most importantly states which courses have prerequisites. A prerequisite is a course that must be taken before you can enroll in a higher-level course.

It is advised to map out or highlight on the curriculum sheet, or DA report, which classes you want to register for prior to logging in to make your schedule.

1. Visit the Vaughn website: www.vaughn.edu
2. Hover over the tab, DEGREES AND PROGRAM.
3. Click on Course Schedules in the First column
4. On the next screen (Welcome to the Course Scheduler), select the semester for which you want to view schedules.
5. Prior to viewing the schedules, scroll through the textbox to read registration and advisement information.
6. Check the box to confirm you had read the information
7. Click on SCHEDULE MY COURSES
13. When you click print, you are given a screen with your schedule and list of your courses with all the important information for registration—section and credits.

14. The course, section and credits are what is essential to transfer onto your registration form.