

## **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

# Registration Process – Making Your Schedule

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.

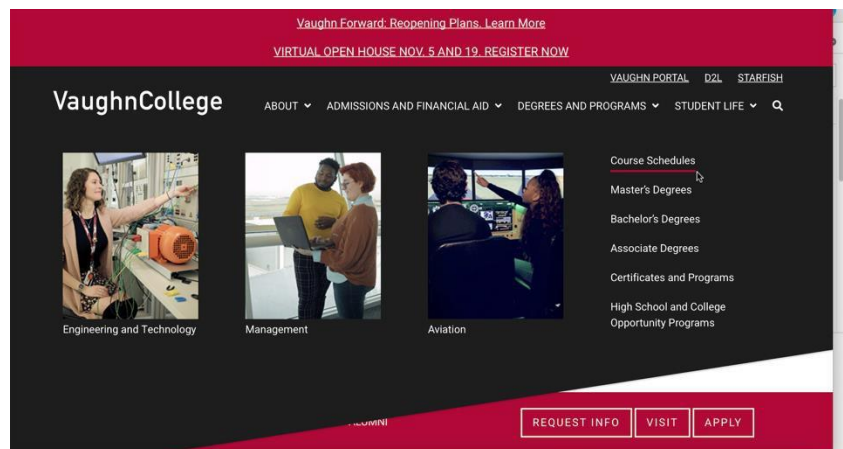
The curriculum sheet and DA Report will both list the courses required for your degree. The curriculum sheet is helpful as it provides a recommended sequence for taking your courses, and most importantly states which courses have prerequisites. A prerequisite is course that must be taken before you can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

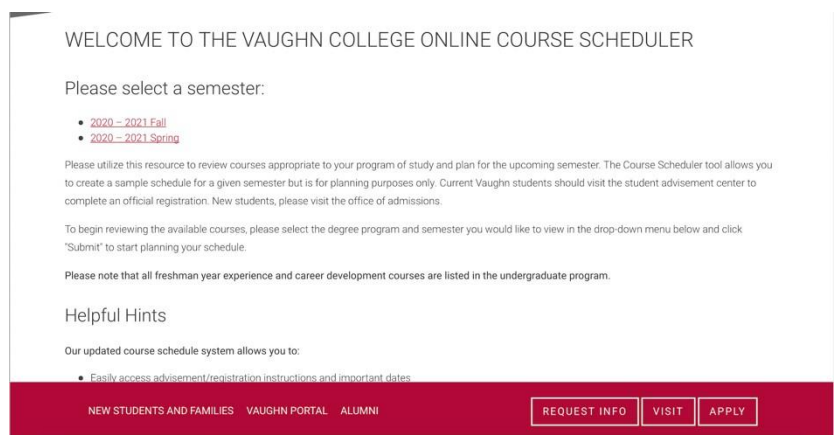
## What you need:

- **Your DA Report**
- **Curriculum sheet**
- **Access to the internet**
- **Access to SONIS/  
Registration form**

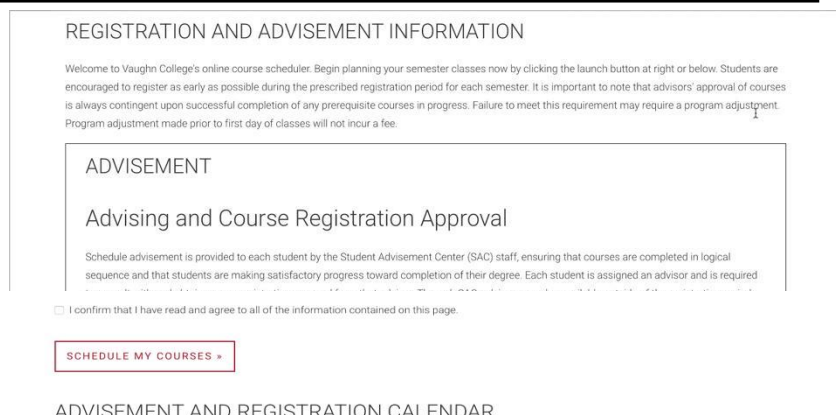
1. Visit the Vaughn website: [www.vaughn.edu](http://www.vaughn.edu)
2. Hover over the tab, **DEGREES AND PROGRAM.**
3. Click on Course Schedules in the First column



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**

Now you are at the Course Scheduler.

8. You can filter your course search by Course Type, Department, Online or Day.

9. If you know the course you want to search for, enter it in the Box under Course Code.

Course Type	Department	Online	Day
Academic (424) ATI (182) Development (16) Graduate (7)	Arts and Sciences (125) ATI (178) Aviation (77) Division of Special Skills (16) Engineering and Technology (138) Management (74) Orientation Seminars (21)	False (556) True (73)	Monday (168) Tuesday (176) Wednesday (156) Thursday (150) Friday (52) Saturday (10)

Course Code	Course Title
<input type="text"/> <input type="button" value="Go"/>	<input type="text"/> <input type="button" value="Go"/>

Section	Day	Time	Instructor	Room	Credits	Seats Left	
10	W	06:00pm - 9:50pm	Manuel De Leon	W155B	0	25/25	+ Add
02	W TH	03:00pm - 4:50pm 02:00pm - 3:50pm	Felix Perez	E203 E101	0	25/25	+ Add
03	T TH	04:00pm - 5:50pm 04:00pm - 5:50pm	Hristos Tsouknidas	E102	0	25/25	+ Add

10. When you see the section you would like to register for, click on **+Add**.

11. As you add courses, a pop up will appear if you try to add a course that has a time conflict with another, or if you try to add a course twice.

Course Type	Department	Online	Day
Academic (8)	Arts and Sciences (8)	False (7) True (1)	Monday (4) Tuesday (2) Wednesday (4) Thursday (3)

Course Code	Course Title
eng120 <input type="button" value="Go"/>	<input type="text"/> <input type="button" value="Go"/>

Section	Day	Time	Instructor	Room	Credits	Seats Left	
02	M W	02:00pm - 3:30pm 02:00pm - 3:30pm	TO BE ANNOUNCED	E205	3	25/25	+ Add
10	TH	06:00pm - 8:50pm	Lara Merlin	E203	3	25/25	+ Add
05	T TH	12:00pm - 1:30pm 12:00pm - 1:30pm	Margaret Ducharme	E203	3	25/25	+ Add
04	T W	04:00pm - 5:30pm 04:00pm - 5:30pm	Lara Merlin	E204	3	25/25	+ Add

12. When you are done adding courses, click on **Print**.

Print

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10:00am - 11:30am MGT120 Principles of Accounting [x]	9:00am - 10:30am PHY220 Physics II [x]  12:00pm - 1:50pm MAT120 Calculus I [x]	10:00am - 11:30am MGT120 Principles of Accounting [x]  12:00pm - 2:50pm PHY220L Physics II - Lab [x]	9:00am - 10:30am PHY220 Physics II [x]  12:00pm - 1:50pm MAT120 Calculus I [x]  3:00pm - 3:50pm CD101 Career Development [x]  6:00pm - 8:50pm ENG120 English II [x]		

Section	Day	Time	Instructor	Room	Credits	Seats Left	
02	M W	10:00am - 11:30am 10:00am - 11:30am	Steve Braccio	E203	3	25/25	+ Add

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.

**THIS TOOL IS FOR PLANNING PURPOSES ONLY.**  
Continuing students please visit the student advisement center to complete your official registration. New students please visit the office of admissions.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MGT120 Section: 02 Principles of Accounting 10:00am - 11:30am	PHY220 Section: 02 Physics II 9:00am - 10:30am	MGT120 Section: 02 Principles of Accounting 10:00am - 11:30am	PHY220 Section: 02 Physics II 9:00am - 10:30am		
	MAT120 Section: 01 Calculus I 12:00pm - 1:50pm	PHY220L Section: 04 Physics II - Lab 12:00pm - 2:50pm	MAT120 Section: 01 Calculus I 12:00pm - 1:50pm		
			CD101 Section: 02 Career Development 3:00pm - 3:50pm		
			ENG120 Section: 10 English II 6:00pm - 8:50pm		

COURSE	TITLE	SECTION	DAY	TIME	INSTRUCTOR	ROOM	CREDITS
<b>Arts and Sciences Department</b>							
ENG120	English II	10	TH	6:00pm - 8:50pm	Lara Merlin	E203 - Classroom	3
MAT120	Calculus I	01	T	12:00pm - 1:50pm	Rodney Dash	E101 - Classroom	4
MAT120	Calculus I	01	TH	12:00pm - 1:50pm	Rodney Dash	E101 - Classroom	4
PHY220	Physics II	02	T	9:00am - 10:30am	Yan Song	E103 - Classroom	3
PHY220	Physics II	02	TH	9:00am - 10:30am	Yan Song	E103 - Classroom	3
PHY220L	Physics II - Lab	04	W	12:00pm - 2:50pm	Christine Sosiewicz	W144-Physics Lab	1
<b>Management Department</b>							
MGT120	Principles of Accounting	02	M	10:00am - 11:30am	Steve Braccio	E203 - Classroom	3
MGT120	Principles of Accounting	02	W	10:00am - 11:30am	Steve Braccio	E203 - Classroom	3
<b>Orientation Seminars</b>							

CREATING YOUR SCHEDULE DOES NOT ENROLL YOU IN THE COURSES. THE REGISTRATION MUST BE APPROVED BY YOUR ADVISER, STUDENT ACCOUNTS, FINANCIAL AID, AND THEN PROCESSED BY THE REGISTRAR'S OFFICE.