

# 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.

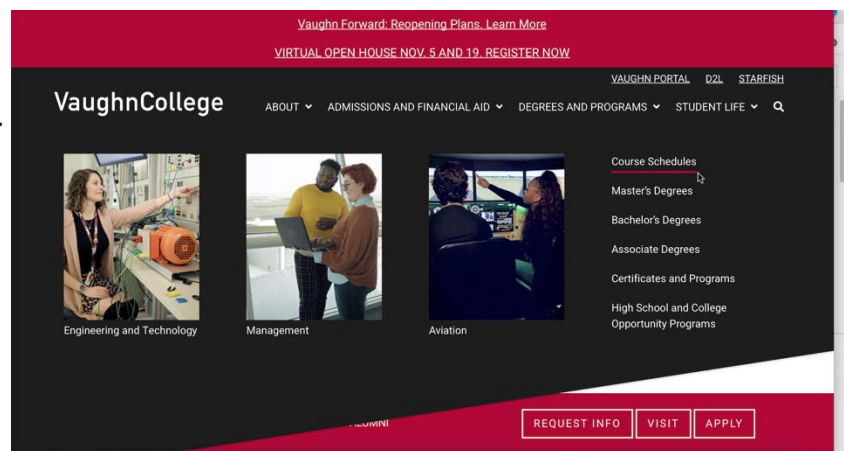
The curriculum sheet and DA Report will both list the courses required for your degree. The curriculum sheet is helpful as it provides a recommended sequence for taking your courses, and most importantly states which courses have prerequisites. A prerequisite is course that must be taken before you can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

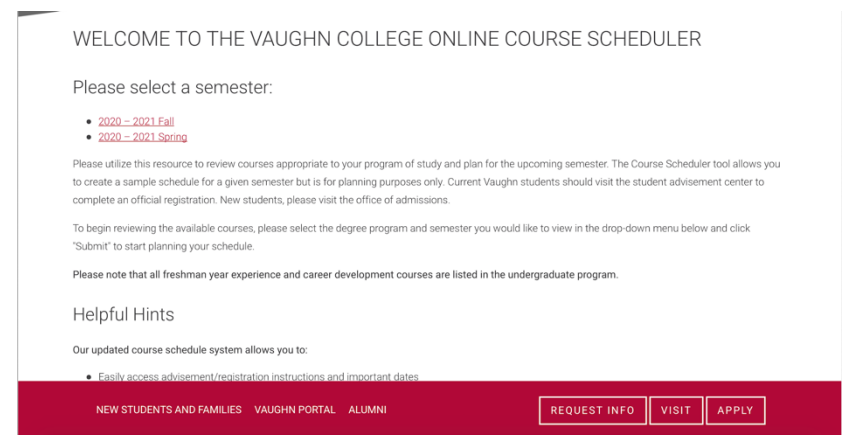
## What you need:

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

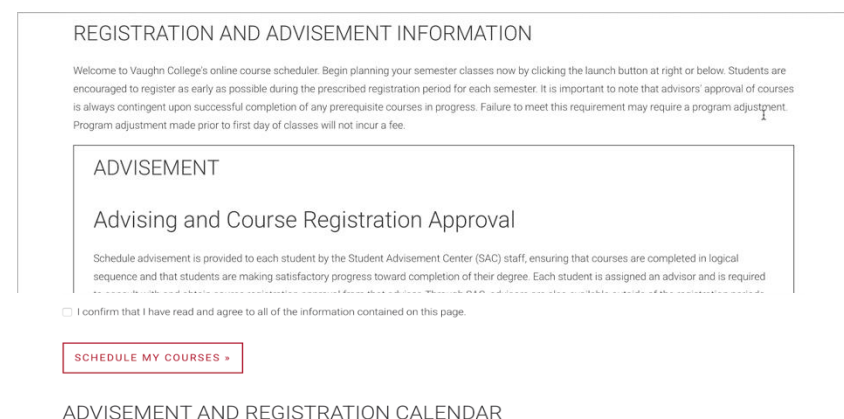
1. Visit the Vaughn website: [www.vaughn.edu](http://www.vaughn.edu)
2. Hover over the tab, **DEGREES AND PROGRAM.**
3. Click on Course Schedules in the First column



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**



ADVISEMENT AND REGISTRATION CALENDAR

Now you are at the Course Scheduler.

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

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)

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

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

4A02 Certificate Preparation-Airframe						
Section	Day	Time	Instructor	Room	Credits	Seats Left
10	W	06:00pm - 9:50pm	Manuel De Leon	W155B	0	25/25
02	W TH	03:00pm - 4:50pm 02:00pm - 3:50pm	Felix Perez	E203 E101	0	25/25
03	T TH	04:00pm - 5:50pm 04:00pm - 5:50pm	Hristos Tsouknidas	E102	0	25/25

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

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

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

ENG120 English II						
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
10	TH	06:00pm - 8:50pm	Lara Merlin	E203	3	25/25
05	T TH	12:00pm - 1:30pm 12:00pm - 1:30pm	Margaret Ducharme	E203	3	25/25
04	T W	04:00pm - 5:30pm 04:00pm - 5:30pm	Lara Merlin	E204	3	25/25

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

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10:00am - 11:30am MGT120 Principles of Accounting [x]	9:00am - 10:30am PHY220 Physics II [x]	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]	12:00pm - 2:50pm PHY220L Physics II - Lab [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]		

MGT120 Principles of Accounting						
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

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.

**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>							

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

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.

## **Spring Registration Schedule**

- Veteran Students can register Tuesday, November 1.
- Veterans, Accommodation, HEOP and CSTEP students can register Wednesday, November 2.
- Sophomores, Juniors and Seniors with a GPA  $\geq 3.5$  can register Thursday, November 3 through Friday, November 4.
- Sophomores, Juniors and Seniors with a GPA  $\geq 2.75$  can register Monday, November 7 through Tuesday, November 8.
- Freshmen, Sophomores, Juniors and Seniors with a GPA  $\geq 2.75$  can register Wednesday, November 9 through Friday, November 11.
- Students with a GPA  $< 2.75$  or currently in their first semester at Vaughn must see their adviser to register Wednesday, November 9 through Friday, November 11.

## **Express Registration**

- Express Registration is Saturday, November 12, from 10 a.m. to 2 p.m. and November 14 to 17 from 9 a.m. to 7 p.m.
- Express Registration assistance in the ATI Building (9 a.m. to 5 p.m. & Zoom 5 p.m. to 7 p.m.) is Tuesday, November 15.

**Beginning Monday, November 21, all students can register.**