



PRIORITY REGISTRATION FORM

Student-Athlete Instructions for Priority Registration Form Completion

The following details the appropriate steps you should take in completing and submitting your priority registration form. When speaking with your advisor, please review the attached guidelines related to your athletic eligibility. Due to these eligibility guidelines, it is essential that you select your courses wisely and always in conjunction with a professional academic advisor. You must also research your degree options carefully before declaring a major or meet with an academic coordinator in Student-Athlete Support Services before changing a major. Remember courses taken using the repeat/delete option, if successfully passed in their first term (D or better) will generally not apply toward your degree applicable hours. If you have any questions seek the assistance of your Academic Coordinator in SASS. You must submit your Priority Registration Form prior to registering for classes or you will be withheld from registration. To begin, follow the steps as provided:

1. Call your college or departmental advising office and schedule an appointment to meet with your college or faculty advisor. In some cases, your advisor's name and contact information can be found on RAMweb under the "Registration" heading. Look for the link titled "My Advisor(s)". If your advisor's phone number is not provided, go to <http://search.colostate.edu/search-directory.aspx>. Type your advisor's name into the search box and his/her directory details will be provided for you.
2. Prepare for your advising appointment by downloading and printing your degree audit found on RAMweb under the "Academic Planning and Progress" heading. Look for the link titled "Degree Progress Audit (DARS)".
3. Review your DARS report - identify courses you have remaining in your degree curriculum. On a separate piece of paper, generate a list of courses you would like to enroll in for the upcoming term from those remaining in your degree curriculum. Write down any questions you may have about your degree audit, degree program or general university policies and procedures that your advisor may answer.
4. Arrive on time to your advising appointment. Bring your DARS, course/question list, a notepad, writing utensil and datebook/planner (should you need to make a second appointment). Have your advisor review the requirements for your degree program, answer any related questions, and make course suggestions for the upcoming term.
5. Ask your advisor to list all suggested courses on your priority registration form and make alternative course suggestions should their first suggestion(s) not be available when you attempt to register or should their first suggestion(s) course times conflict with your athletic commitments. Also, ask your advisor to star (*) or highlight any courses that they feel must be completed in the upcoming term in order to ensure timely completion of your degree. Remind your advisor to sign your form to confirm your meeting. NOTE: If your advising office uses a form similar to the Priority Registration Form to record course suggestions, you may submit this form to SASS in lieu of the Priority Registration Form, IF YOUR ADVISOR'S FORM IS SIGNED BY YOUR ADVISOR AND DATED APPROPRIATELY.
6. Before you depart your advising appointment, thank your advisor for their support in helping you maintain progress toward your degree completion and helping you achieve your academic goals. **If needed and not already provided, make sure your advisor has provided you with your advising code.**
7. After your advising appointment has ended, review your course suggestions and, using the online class schedule found on RAMweb under the "Registration" heading (look for the link titled "Class Schedule Search") jot down the five digit course reference number of the actual courses that you intend to register for next to each course. If you find that a course conflicts with your assigned practice time, draw one line through the course on your priority registration form and move one of your alternative courses into the next available numbered slot. Ensure you choose courses and course times that do not conflict with one another.
8. Once you have completed your priority registration form, either photocopy the form or write down information from the form in a safe location, so you will have it available when you will actually register for classes.
9. Return the original version of your completed priority registration form to the SASS no later than *Wednesday, March 30, 2022*. Please place the form in your Academic Coordinator's mailbox or send via email.
10. Check RAMweb for additional holds on your account. View your account "Alerts" in the upper right corner of your RAMweb homepage. Click on any hold related to registration. Follow the instructions to remove the hold accordingly. Note: Even if you have submitted your priority registration form, athletic registration holds will not be removed before the morning of April 5, 2021 to ensure that you do not withdraw from any course without prior approval from your Academic Coordinator. If you are considering a course withdrawal, please contact your Academic Coordinator for permission.
11. Ensure you have completed the online process to become "Registration Ready", follow the steps in the upper left hand corner of your RamWeb homepage. This may include entering the "advising code" provided to you by your college or faculty advisor.
12. Once your hold has been removed and you are "Registration Ready", register for classes on the date and at the time that registration is first available to you. Simply click the link titled "Registration" under the "Registration" heading and enter the five digit "CRN#s" that you had found during your class selection process in the input boxes near the bottom of the page. Then hit "Submit Changes". If you have met all of the required pre-requisites for the courses you intend to enroll in and your courses do not conflict with one another, your registration will be complete. Check the "Current Schedule" grid above the input boxes to ensure that all courses you intend to enroll in are listed. If they are not, identify the problem areas and seek a solution. See your Academic Coordinator if you need assistance. Remember you are encouraged to enroll in 14-15 credit hours each term.

Once your registration is confirmed as complete, click the link to "My Weekly Schedule" and print your final class schedule for your records.