*8/25/06- ABE/GED…*

Your students may now RE-REGISTER electronically!

It will be up to you to tell them what course (ref#, etc) and when to register for each semester.

If they don’t post-test… change their password/block them out of your virtual classroom until they do.;)

Have them go to **Returning Students**: <http://faculty.irsc.edu/DEPT/AdultEducation/adult_ed/E-Learning/Student/returning%20students/return_student.html> and **select Re-enroll**!

Remind them to always fill out the survey, while they’re there!

Enjoy!

Suzanne

***8/2/05****-Good news for our students…*

*To* expedite the registration process from semester to semester we are going to begin by implementing the following procedures:

*1.      If* students do not wish to come into one of our many campus locations to reregister, you may send them an electronic attachment of the attached registration form.

2.      Students may mail, email, or fax us the attachment back with:

*a.      ALL required signatures (by hand or electronically) and*
b.      A copy of a signed photo ID which matches their signature.

*Questions, please give me a call.*

*Thank you,*

*Suzanne*

See [Registration Form](http://faculty.irsc.edu/DEPT/AdultEducation/adult_ed/E-Learning/Student/student%20agreements/IRSC%20499_3%20pt%20NCR_.pdf)

* I am trying to get the following approved to make the registrations process easier for our online students.
* In the interim, *all* students must complete the paperwork to *reregister* for the next semester, *UNLESS* your chair gives you approval for a “signature on file”.

*Suzanne*