Registration 101: An In-Depth Review of Compass and Using the Registration Status Reports

Wendi Richardson, Assistant Director
Jessica Parker, Program Assistant
Office of Early College Programs
Registration 101:
UConn ECE Website

- New ECE website with step-by-step registration instructions.
  http://ece.uconn.edu/students/
Create Application Account

Welcome to Compass, the University of Connecticut’s online application and enrollment system.

Please complete the following form to create your Compass account. Once you have created an account, you will be able to login and complete your application.

Fields marked with an asterisk (*) are required.

You MUST use proper capitalization.*

Note: If your legal name contains a suffix (Jr. III, etc.) you must enter it in the last name field with NO PUNCTUATION. Example - Smith Jr.

The information on this page will be used to create or update your University of Connecticut student record and will appear on your official UConn transcript.

*User Name:  
*Password:  
*Confirm Password:  

*First Name:  
*Last Name:  

*Date of Birth:  

Social Security Number:  
Confirm SSN:  

Address Information

*Country:  
*Address 1:  
Address 2:  
Address 3:  
*City:  
*State:  
*Postal:  

County:  

Contact Information

Telephone:  
Extension:  
Your Compass Account Has Been Created.

Your User Name is: jonathanhusky

Keep your User Name and Password safe as you will need this each time you access your application. This information has also been sent to the email account you provided.

Login Now

Application Questions

To start the application process please answer the following questions.

Use the mouse to select your answers and click Continue.

Questions marked with an asterisk (*) are required.

- Please select the program for which you are applying:
  - Early College Experience (ECE classes at your HS)
- Have you taken UConn ECE classes in the past?
  - No
- What admit term are you applying for?
  - Fall 2016

Return To Main Menu Continue
Main Menu Screen

Bio - Demo Information

**Personal Information**
- **First Name:** Jonathan
- **Last Name:** Husky
- **Social Security Number:** 894-00-0000
- **Date of Birth:** 01/01/1995
- **Gender:** Female

**Phone Information**
- **Type:** Mobile
- **Country Code:** 001
- **Number:** 555-123-4567

**Email Information**
- **Type:** Personal
- **Email Address:** ace@uconn.edu

**Address Information**
- **Address Type:** MAIL
- **Country:** United States
- **Address:** 368 Fairfield Way
  Star's, CT 06266

The University requests that you provide your social security number (SSN). We are required by federal law to inform you of this request. The SSN is collected to enable the University to comply with federal requirements mandated by tax laws and the Title IV student aid legislation and for other administrative purposes. The University assigns each student a unique identifier that is not the SSN that is used for most administrative purposes.

**TO SUBMIT YOUR APPLICATION:**
- Save your data on each page
- Complete all required pages
- Click Return to Main Menu and click Submit Application

**Questions?** Contact the ECE Office at 860-486-3223 or ace@uconn.edu
Ethnicity & Residency Information

To conform with guidelines set by the Federal government, the University of Connecticut must collect information about a student's ethnic and racial backgrounds.

Please select the option or options that best describe you. You may select multiple options.

If requested, please click the magnifying glass to select your ethnic group(s).

1) Are you Hispanic or Latino?
   - Yes, I am Hispanic or Latino
   - No, I am not Hispanic or Latino

2) What is your race? Select one or more.
   - White
   - Black/African American
   - Hispanic/Latino
   - Asian
   - American Indian/Alaska Native
   - Native Hawaiian/Other Pacific Islander

Residency

Application Number: 09131432

Is your permanent residence (home address) located in the state of Connecticut?
   - Yes
   - No

Save
Supplemental Questions

**Application Number:** 00165360

* What is the name of your high school?
  - **Ledyard High School**

* What grade will you be in at the time you start the course?
  - **11 - Junior**

* Will you be the first person in your family to attend college?
  - **No**

* Are you eligible for the free and reduced lunch program as verified by your high school?
  - **No**

* To get optional text messages with NetID activation information, enter your mobile phone number and carrier. Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.
  - **Yes**
  - **Mobile Phone Number:** (555-555-5555)
    - **860-555-1212**
  - **Select your mobile carrier**

**Addition of NetID text message option**
Upload Documents

You must upload an electronic copy of your completed and signed Early College Experience Consent Form.

The electronic document must show the entire form (top to bottom).

See tutorial for saving electronic copies.

See tutorial for uploading documents.

The consent form can be in the following formats: DOC, DOCX, JPEG, JPG, ODT, PDF, PNG, RTF, TIF, TIFF, TXT, XLS and XLSX.

Please Note: The description field is not required and you may need to disable your web browser's pop-up window blocker to use the VIEW feature.

Application Number: 00131432

*Upload Document Type | Description | File Name | Browse | View | Add | Delete

TO SUBMIT YOUR APPLICATION:
Save your data on each page
Complete all required pages
Click Return to Main Menu and click Submit Application

Questions? Contact the ECE Office at 855-362-8323 or ece@uconn.edu
Submit Application

You MUST click the red SUBMIT APPLICATION button in order for your application to be processed. (26901,924)
Final Submission Steps

Certification Statement

By checking the "YES, I ACCEPT" box below:

I certify that all personal information provided is accurate and that I will comply with the regulations of the University of Connecticut.

I understand that the UConn Early College Experience signed consent form must accompany this application. The consent form is required to be approved to enroll in ECE courses.

I am aware that the grade that appears on my UConn transcript may differ from the grade on my high school transcript.

I agree to allow the UConn Early College Experience program to track my educational progress for program evaluation purposes.

I confirm that I read and agree to the deadlines and program fees listed on the UConn Early College Experience Consent Form for the 2015-2016 academic year.

I hereby acknowledge that UConn may use any of the information provided herein to contact me and consent to the same.

I acknowledge that I am financially responsible for the UConn ECE class(es) I register for unless I qualify for a fee waiver based on my participation in the free and reduced lunch program.

Welcome Jonathan Husky

Date: 04/02/2016

Return to Main Menu Submit

Submission Confirmation

Congratulations! Your application has been successfully submitted.

An electronic bill (e-bill) will be e-mailed to you after you enroll in your class(es).

Name: Jonathan Husky
User Name: jonathanhusky
Application Number: 00131432
Institution: University of Connecticut
Campus: Offcampus
Career: Non Degree Programs
Program: Early College Experience
Term: Fall 2016

Application submitted successfully

Return to Main Menu
### Enrollment Search

**Search & Select**

- **Institution:** University of Connecticut
- **Campus:** Off-campus
- **Academic Career:** Undergraduate
- **Term:** Fall 2016
- **Location:** PHATHIGHS

**Search Results**

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<th>Class Description</th>
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**Validate & Enroll**

- **My Shopping Cart**
  - **Term:**
  - **Subject:**
  - **Catalog Number:**
  - **Class Nbr:**
  - **Status:**
Class Details

Difference between:
Fall
Full Year
Spring
Select Fall Courses

Search and Select Classes:

- Default Search

Institution: University of Connecticut
Campus: Off-campus
Academic Career: Undergraduate
Term: Fall 2016
Location: PLATTHIGHS

Search

Select All

Search Results:

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<tr>
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</table>

Add To Cart

Next Step
Select Spring Courses

Welcome: Jonathan Husky

Search & Select

Search and Select Classes:
- Default Search
- Institution: University of Connecticut
- Campus: Off-campus
- Academic Career: Undergraduate
- Location: PLATTHIGHS
- Term: Spring 2017

Select All

Search Results

Class Details
- Subject: CHEM
- Catalog Nbr: 112BQ
- Class Section: 814L
- Class Description: General Chemistry
- Instructor: Gajec, Iwona M.
- Class Nbr: 1183
- Units: 4.00

Add To Cart

Validate & Enroll

Next Step

For assistance see video tutorial. For more information go to ece.uconn.edu/registration
Still need help? Contact the Early College Experience Office at 1-855-382-8323 or e-mail ece@uconn.edu
Validate

Welcome: Jonathan Husky

1. Search & Select

Validate Classes and Enroll

Academic Institution: University of Connecticut

<table>
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<th>Term</th>
<th>Subject</th>
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Delete Selected

Next Step: Validate Classes

For assistance see video tutorial. For more information go to ece.uconn.edu/registration

Still need help? Contact the Early College Experience Office at 1-855-362-8323 or e-mail ece@uconn.edu

Logout
## Validate Classes and Enroll

**Academic Institution:** University of Connecticut

### Search & Select

<table>
<thead>
<tr>
<th>Select</th>
<th>Term Description</th>
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### Validate & Enroll

- Select All
- Unselect Selected
- Revalidate Classes
- Next Step: Enroll

For assistance see video tutorial. For more information go to eca.uconn.edu/registration

Still need help? Contact the Early College Experience Office at 1-855-352-8323 or e-mail eca@uconn.edu
Enroll

Welcome: Jonathan Husky

Compass Online Enrollment Center

1. Search & Select Classes
   1. Select the fall term and your location
   2. Click search
   3. Select your courses
   4. Click Add to Cart
   5. Repeat steps 1-4 for the spring term
   6. Click next step

2. Validate & Enroll in Classes
   1. Select the classes in which you would like to enroll
   2. Click Validate Classes
   3. Receive Validation Errors (if any)
   4. Click Enroll

Compass Student Center

Use the Compass Student Center to:
- Drop/unenroll classes from your schedule
- View a print-friendly version of your class schedule
- Click here to view detailed instructions

For assistance see video tutorial. For more information go to ece.uconn.edu/registration
Still need help? Contact the Early College Experience Office at 1-855-382-8323 or e-mail ece@uconn.edu

Welcome: Jonathan Husky

Compass Student Center

Search & Select

Validate Classes and Enroll:
Academic Institution: University of Connecticut

Select All

<table>
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<tr>
<th>Select</th>
<th>Term Description</th>
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Select All

Delete Selected | Revalidate Classes | No Changes

Message

Class successfully added to your schedule: [30035, 11]

OK
Drop Courses