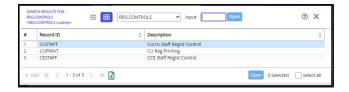
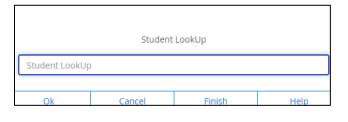
How to Register Students

- Open RGN form in Colleague
 - Check that the paper icon is highlighted instead of the person
- Select Line 1: CUSTAFF
 - Line 2 CUPRINT may also be used- it will automatically print a student schedule once the RGN screen is saved out
- Enter Student 7 digit ID









- All courses currently registered for as well as pre-registered for will be listed.
- Confirm if the Term listed is the term you're registering for
 - If not, you'll need to type the correct term in the first blank line before the course registering for.
- Type course intended to register (and term if needed) in the first blank line
 - If you do not have an exact section to register for, you can pull all sections by entering
 - BIO-... (For all BIO)
 - BIO-110-... (For all BIO-110 sections)
 - Be aware that without the term written in the search, ALL options of that course including previous semesters will appear.



With the 2023SP term written:

1	Section: BIO-110-MD1	Title: Principles of Biology	Instructor: M. McIntosh		
	Term: 2023SP	Status: Open	Location: Macon Campus		
	Days: Tuesday, Thursday	Time: 02:00PM - 03:15PM	Cap/Avail: 20/10		
2	Section: BIO-110-WC1	Title: Principles of Biology	Instructor: B. Lunsford		
	Term: 2023SP	Status: Open	Location: Web-Centered		
	Days: Sunday, Monday, Tuesday, Wedn	Time:	Cap/Avail: 30/12		

Without the 2023SP term specified in search:

0-110-WC1					Location 0	Days
0-110-WC1	Principles of Biology	B. Lunsford	2021FA	Open	Web-Centered	
O-110-MNFX1	Principles of Biology	M. McIntosh	20225P	Open	Macon Campus	Tuesday, Thursday
0-110-WC1	Principles of Biology	B. Lunsford	20225P	Open	Web-Centered	
O-110-WC1	Principles of Biology	B. Lunsford	2022FA	Open	Web-Centered	Sunday, Monday, Tuesday, Wedne
O-110-MD1	Principles of Biology	M. McIntosh	2023SP	Open	Macon Campus	Tuesday, Thursday
O-110-WC1	Principles of Biology	B. Lunsford	2023SP	Open	Web-Centered	Sunday, Monday, Tuesday, Wedne
	0-110-WC1 0-110-WC1 0-110-MD1	O-110-WC1 Principles of Biology O-110-WC1 Principles of Biology O-110-MD1 Principles of Biology	O-110-WC1 Principles of Biology B. Lunsford O-110-WC1 Principles of Biology B. Lunsford O-110-MD1 Principles of Biology M. McIntosh	O-110-WC1 Principles of Biology B. Lunsford 2022SP O-110-WC1 Principles of Biology B. Lunsford 2022FA O-110-MD1 Principles of Biology M. McIntosh 2023SP	O-110-WC1 Principles of Biology B. Lunsford 20225P Open 0-110-WC1 Principles of Biology B. Lunsford 2022FA Open 0-110-MD1 Principles of Biology M. McIntosh 20235P Open	0-110-WC1 Principles of Biology B. Lunsford 2022SP Open Web-Centered 0-110-WC1 Principles of Biology B. Lunsford 2022FA Open Web-Centered 0-110-WD1 Principles of Biology M. Michrists 2023SP Open Macon Campus