



Discover your Potential

## Topic 6 Session Plan: Pre-registration, Add & Drop (03/11 2025 to 07/11/2025)

**Duration:** 30 minutes

**Goal:** Ensure mentees are ready for the pre-registration period by understanding the Add & Drop process, having a tentative class schedule with no time conflict, and confirming clearance to register.

**Structure:** Standard + Goal-Oriented lesson plan.

**Action plan:**

1. Occasionally, please ask your mentee to scan and fill out the QR code at the end of the session and explain that it will take a few seconds:



2. After you are done, this report needs to be filled right after the session with detailed answers: <https://forms.office.com/r/a9P2FbXyf9>

Materials Needed	Links	Notes for mentors/ Situations/questions to expect
<ul style="list-style-type: none"> <li>- Printed or digital final Degree Plan.</li> <li>- Access to AUI Catalogue and Jenzabar portal.</li> <li>- Clearance procedure guide.</li> <li>- Unofficial transcript (to verify completed and in-progress courses).</li> <li>- “Important: Spring 2026 Registration” email (Registrar’s Office – email can be found bellow).</li> <li>- Academic Calendar.</li> <li>- Projector or screen for demo.</li> <li>- Corrector pen or highlighter.</li> </ul>		<p><b>Notes for mentors:</b></p> <ul style="list-style-type: none"> <li>- For SBA mentors, please do not start using the airtable unless informed by the Admins or Mentoring Program Coordinator. Additionally, please revisit the SBA pre-registration procedure slides as a mind refresher: <a href="#">SBA preregistration guide.pdf</a></li> <li>- Before the meeting, review the Add &amp; Drop policy and the most recent clearance procedures.</li> <li>- Refresh your understanding of how to check holds in Jenzabar and prepare an example schedule to model.</li> <li>- This topic is also discussed in the FYE seminar, so align your explanations with that content.</li> <li>- Use the Registrar’s “Important: Spring 2026 Registration” email to highlight any recent updates or changes to the registration process.</li> </ul> <p><b>Situations to expect:</b></p> <ul style="list-style-type: none"> <li>- If your mentee is going on second semester exchange and are inquiring if they need to compose the degree plan and do the pre-registration, then the answer is a Yes. They need to do the pre-registration and follow the procedure. If everything is settled and assured, your mentee need not</li> </ul>

		<p>confirm when the confirmation period launches. If their plans change, they are to confirm so that they can continue studying during SP26.</p> <ul style="list-style-type: none"> <li>- If your mentee did not come prepared from last time, reiterate the importance of the degree plan and that it would be a graded assignment in the FYE seminar.</li> <li>- A mentee may not have an advisor. In this case, please inform them that the school has not assigned anyone yet and that they have to wait a bit more.</li> <li>- A mentee may be preparing to go on an exchange program. In this case, please inform them that they still need to complete and update their degree plan, ensuring it includes their planned exchange semester and equivalent courses abroad.</li> </ul>
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Period	Duration in minutes	Content	Comments
Beginning	5 minutes	<p>Welcome and Check-in:</p> <p><b>Ice-breaker:</b> “What course are you most excited to register for this semester?”</p> <p><b>Set expectations:</b> Explain session flow and outcomes. By the end of the session, the mentee will have a tentative schedule ready for registration,</p>	

		confirmed clearance status, and a clear understanding of how to adjust courses during Add/Drop week.	
<b>Middle</b>	10 minutes	<p>Explaining Pre-Registration and Clearance:</p> <ul style="list-style-type: none"> <li>- Introduce the Add &amp; Drop process and explain that it allows students to make changes during the first week of classes, or during the second Add &amp; Drop period held at the end of the previous semester.</li> <li>- Show how to check if clearance is approved before registration begins.</li> <li>- Explain what to do in case of a hold (financial, missing document, or academic).</li> <li>- Demonstrate how to confirm open courses and where to find Add &amp; Drop deadlines.</li> </ul> <p>Mentee Follow-Up Tasks:</p> <ul style="list-style-type: none"> <li>- Prepare and finalize a preliminary schedule for the upcoming semester.</li> <li>- Review prerequisites and time conflicts on Jenzabar.</li> <li>- Identify advisor and Registrar's office hours.</li> </ul>	<p>Relevant resources: <a href="#"><u>Holds on Jenzabar video demo.mov</u></a></p> <ul style="list-style-type: none"> <li>- Remind mentees to take notes and update their schedule draft as you review it.</li> <li>- Encourage them to clarify doubts before moving to Add &amp; Drop explanations.</li> <li>- Encourage mentees to ask questions about changes.</li> </ul>

		<ul style="list-style-type: none"> <li>- Arrange an appointment with the advisor and add it to the calendar before the next meeting.</li> </ul>	
	5 minutes	<p>If all is set from above:</p> <ul style="list-style-type: none"> <li>- Go through their draft schedule together, reviewing each course choice.</li> <li>- Discuss balance between major, elective, and core courses.</li> <li>- Highlight how to plan a backup option in case a section is closed or full.</li> <li>- Model how to use Jenzabar to view course details and registration times.</li> <li>- Guide mentees to bookmark the Registrar's Office and Student Services pages for reference.</li> <li>- Review how to track changes to their schedule during Add &amp; Drop week</li> <li>- Explain how to solve the different 'Hold' situations in case they arise and provide important contacts.</li> </ul>	<i>Ask your mentees to note down their questions as you will answer them towards the end of this section.</i>
<b>End</b>	5 minutes	<p>Goal Setting &amp; Action Plan:</p> <p>Each mentee commits to:</p> <ul style="list-style-type: none"> <li>- Finalizing their schedule.</li> </ul>	<ul style="list-style-type: none"> <li>- Schedule the next session and ask mentees to <b><u>book you through Kudos.</u></b></li> </ul>

		<ul style="list-style-type: none"> <li>- Checking clearance status.</li> <li>- Ensuring they know how to access the Add &amp; Drop system.</li> </ul> <p>Allocate 2-3 minutes to answer questions.</p>	<ul style="list-style-type: none"> <li>- <i>Inform them that you will check if they saved advisor contact information and important links.</i></li> </ul>
5 minutes		<p>Reflection &amp; Wrap-Up:</p> <ul style="list-style-type: none"> <li>- Question: “On a scale from 1 to 5, how confident do you feel about managing your Add &amp; Drop process independently? What is one thing you can do to feel even more prepared?”</li> <li>- Ask your mentees to scan and fill out the feedback QR code</li> </ul> <p>Remind your mentee about the requirements of the next session, updating their degree plan according to the changes in their schedules after the add and drop, and that they must adhere to it.</p>	<i>Before mentees fill out the QR code, explain that data is kept strictly confidential and is only used to enhance and improve service quality, so they must answer questions with honesty and objectivity. Additionally, when they are filling out the QR code survey, you should be filling out the mentoring session report simultaneously.</i>

Online registration schedule:

# **ONLINE PRE-REGISTRATION GROUPS SCHEDULE -Spring 2026-**

BEGIN DATE & TIME	END DATE & TIME	#	EARNED CREDITS	ASSIGNED GROUPS	REGISTRATION CLEARANCE FROM ADVISOR
Monday, Nov 3 09:00 AM	Thursday, Nov 6 08:00 am	3 days	Graduate students	Graduate Students: <b>Group 11</b>	Not required
Monday, Nov 3 09:00 AM	Wednesday, Nov 5 08:00 am	2 days	Honors students Senior students (earned SCH 90 and above)	Honors' Students: <b>Group 12</b> Seniors 2: <b>Group 10</b> Seniors 1: <b>Group 9</b>	Not required
Wednesday, Nov 5 09:00 AM	Thursday, Nov 6 08:00am	1 day	Junior students	Junior 2: <b>Group 8</b> Junior 1: <b>Group 7</b>	Not required
<b>Online Pre-registration closed from 6 Nov – 9 Nov (Green March Holiday and long weekend)</b>					
Monday, Nov 10 09:00 AM	Tue, Nov 11 08:00 AM	1 day	Junior students	Junior 2: <b>Group 8</b> Junior 1: <b>Group 7</b>	Not required
Wednesday, Nov 12 09:00 AM	Friday, Nov 14 08:00 AM	2 days	Sophomore students (earned SCH between 30 and 59)	Sophomore 2: <b>Group 6</b> Sophomore 1: <b>Group 5</b>	Required
Friday, Nov 14 09:00 AM	Saturday, Nov 15 08:00 AM	1 day	Freshmen Students (earned 0 SCH and above)	Freshmen 4: <b>Group 4</b> Freshmen 3: <b>Group 3</b> Freshmen 2: <b>Group 2</b> Freshmen 1: <b>Group 1</b>	Required
<b>Online Pre-registration closed from 15 Nov – 18 Nov (Independence Day and long weekend)</b>					
Wednesday, Nov 19 09:00 AM	Saturday, Nov 22 08:00 AM	3 day	Freshmen Students (earned 0 SCH and above)	Freshmen 4: <b>Group 4</b> Freshmen 3: <b>Group 3</b> Freshmen 2: <b>Group 2</b> Freshmen 1: <b>Group 1</b>	Required