

# SECRETS TO SOAR

## Insider Tips for Auburn's Transfer Students

### Class Registration time is near!

While we are midway through the fall semester, it is already time to start looking toward the next semester and thinking about what classes you plan to take. Class registration begins to open on November 11 based off of the number of hours you have completed. Make sure to start planning your class schedule now so you are ready when your specific time ticket opens.

**Here are some frequently asked questions to help you:**

#### When do I register?

Your specific time ticket should be posted now. Your time will be listed on the My Academics tab under the Academic Profile heading.

#### How do I register for classes?

View the included pages from the Tiger Transitions book. This will walk you through the registration process. Please know that the visual look of Tiger Scheduler and AU Access have changed slightly since the original creation of these instructions, however the process and steps are still accurate.

#### Where can I see when the classes are offered?

The easiest way is to use Tiger Scheduler which we explain more on page three. The spring 2021 schedule will be loaded in on November 2.

#### What do I do if it says there is a hold on my account?

You will need to contact the specific office the hold corresponds with to get it resolved and removed. It is a good idea to click the "View Holds" link on the My Academics tab well before your time ticket opens so you can resolve any holds before your registration time starts.

#### Should I meet with an Advisor before registering?

YES! Some colleges may even require it before registering. It is ALWAYS a good idea to talk with your advisor about what classes to take for the next semester and to make sure you are on the right track for your major/career path before you register. To schedule a meeting with your advisor use Advise Assist. The Advise Assist icon is in the My Academics tab and it will help you schedule an appointment with your advisor.



#### If it says I need an alternate pin. What does this mean?

Since some colleges require advising, your advisor may put a special "alternate" PIN on your

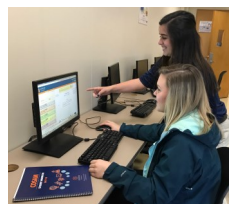
record to prevent you from registering until you meet with him or her. Once you do, your advisor will change your alternate PIN and inform you of this number. After entering that number, you will be able to register for classes. (This is just another of the many reasons why it's so important to see your advisor before you register!)

#### What happens if I start registering and the class I wanted is closed?

If this happens, there are a couple of different things you can do.

1. You can do a class search or use Tiger Scheduler to see if the same course is offered at a different time.
2. You can try to waitlist the class if that is an option. If you get on the waitlist for a course, you will receive an email if a spot becomes available and you will then have 24 hours to claim it on AU Access.
3. You can see if there is another class you can take instead. It is a good practice to have some backup classes, like core courses or other alternatives, ready in case you run into any conflicts when you're registering.

Finally, if you do not get your perfect schedule when you first register, remember that you can continue adding and dropping classes through the first five days of the semester. People are frequently changing their schedules so keep



### Dates To Remember

**Oct 13:** Deadline to request to move finals if you have more than two scheduled on the same day. You should request this through your Associate Dean.

**Nov 6:** eBill due. Statement will be billed on Oct 8.

**Nov 11:** Class registration begins to open. Your specific registration time should be posted in AU Access now.

**Nov 20:** First eBill of spring semester posted. It will be due Dec 11. Schedules are subject to cancellation for non-payment.

**Nov 24:** Last Day to withdraw from a course with no grade penalty. "W" is assigned. Students who need to submit forms to lift holds on their accounts must submit the forms several business days ahead of deadline to allow for processing.

**Nov 24:** Classes End

**Nov 25-27:** Thanksgiving Break (No Classes and the University is closed)

**Dec 2-8:** Final Exams

**Jan 6:** Spring Classes Begin

### Apply to be an SOS Orientation Leader!



Do you want to help answer incoming transfer students questions, share your perspective, and tips and tricks you have learned to be successful here?

Apply to be an Orientation Leader and make an impact on the incoming transfer students!

Check out our website at [fye.auburn.edu/apply](http://fye.auburn.edu/apply) for more information about the job and to get the link to the application. **Applications are due Thursday, October 15 at Noon** and will not be considered complete until you sign up for an interview time (also due 10/15 at noon.)

You can come learn more about the job at our Information Session on **Thursday, October 8 at 4:30 p.m. in the Foy Auditorium or via Facebook Live.** Can't be there live, you can watch the recording on Facebook.

We want you to be a part of our team because we really value your experience as a transfer student! If you feel like you do not know enough about the university right now, don't worry. We'll teach you everything you will need to know through our spring training.

Applications for Camp War Eagle Counselor are available as well. These positions work with the incoming freshmen class and their families. Camp War Eagle sessions happen over the summer.

**We hope to see your application!**

#### INFORMATION SESSION

LEARN ABOUT CWE/SOS POSITIONS AND BRING ANY QUESTIONS YOU HAVE!

THURSDAY, OCTOBER 8  
**4:30 PM**

FOY AUDITORIUM OR FACEBOOK LIVE  
MASKS, DISTANCING, & HEALTHCHECKS REQUIRED  
FOLLOW @AUFYE ON FACEBOOK

ESPECIALLY YOU  
FOLLOW @AUFYE ON FACEBOOK

# SECRETS TO SOAR

## A Word from the Office of the Registrar about Transfer Credit

Before registration begins for next semester, it would be a good idea to double check your unofficial transcript on AU Access to make sure all of your transfer credits are listed as anticipated. If you still have any of these temporary indicators on your transfer work, here is a refresher on what the codes mean and how best to clear them up.

**PEND 1111 "Pending Trnsfr Equiv"** – This should only remain on your transcript for 2-3 weeks for any one class. After that point, check with your Academic Advisor to see if they can help you check on the progress of those courses.

**EVAL HOL1 "Syllabus Needed for Evaluation"** – This is somewhat self-explanatory! We just need more information than what we have available in order to evaluate this class. Turn in your syllabus to your academic advisor who will get it evaluated and updated on your transcript.

**EVAL HOL2 "Co-Req/Conditional Evaluation"** – This means we need to manually check something about this class in order to award you credit. For instance, often two classes from another school need to be taken in conjunction for us to award credit (like a science lecture and lab). Regardless, again just check with your Academic Advisor

about getting the correct credits applied to your record.

If you see a notation that simply says "EVAL HOLD" without specifying one of the two types listed above, that just means that it is one of these two, and your Advisor can help figure out what is needed. Ultimately, your Academic Advisor is there to help you make sure your academic records are correct. Additionally, we here in the Registrar's Office are happy to help you if you have questions. We are in the lower level of Langdon Hall, off the courtyard to the side of the building. Come see us anytime, or feel free to email us if you have any questions at [transfer@auburn.edu](mailto:transfer@auburn.edu)!

## A note from the Involvement Ambassadors

Involvement is important for any Auburn student, no matter how many semesters you have attended or where you have come from. Through involvement you grow in friendship, professionalism, service, and, culture.

There are opportunities everywhere and every day here at Auburn! There are involvement areas that meet once a week, once a month, and daily so you can find the group that best fits your needs. Even if you are starting to look this month, you can still find great opportunities for all of the student body to participate.

As Involvement Ambassadors, we represent Student Involvement and the 500+ student organizations on campus. Our job is to connect students with organizations that reflect their interests and to assist student organizations in any way

we can. We are located in Suite 3130 in the Student Center Monday through Friday, and are available between the hours of 10 a.m. - 3 p.m.

**Below are some tips specifically for transfer students on how to get involved at Auburn:**

- Meet with an Involvement Ambassador for a one-on-one involvement consultation (drop in or email [involve@auburn.edu](mailto:involve@auburn.edu))
- Check for involvement opportunities on [AUinvolve](#). Events and interest sessions are constantly being added, and you can find those dates, times and locations under the Events tab on AUinvolve or on each organization's specific AUinvolve page.
- Use the "Ask an Ambassador" live chat feature on the [Student Involvement's website](#) to ask questions about involvement
- Fill out your interests profile on AUinvolve to find organizations that are specific to your interests
- Don't be afraid to step outside your comfort zone!

"Transferring to a different school was hands down one of the most nerve-racking things I have ever done. As a Georgia native, I was not sure what to expect at a new school, let alone in a new state. However, once I got to Auburn those fears quickly disappeared. And why you may ask? Involvement! Thanks to my time on campus and the involvement opportunities I put myself out there to be a part of, I have gained wonderful friends, mentors, and established an amazing Auburn family. From one transfer student to another, take it from me and get the most out of your time here by getting involved, taking in the awesome opportunities our school has to offer, and by creating your home away from home with the Auburn family! Welcome home and War Eagle!" -Amanda Ballouk (former AU student)

**If you have any questions for the Involvement Ambassadors, please don't hesitate to reach out ([involve@auburn.edu](mailto:involve@auburn.edu))!**

### Transfer Tip:

The Student Government Association's annual Hey Day is set for Wednesday, October 14. Hey Day is an Auburn tradition that dates back to the end of World War II. It started as a way for veterans returning back to school to be seen, known and appreciated on campus. Over the past 73 years,

Hey Day has become one of Auburn's longest running traditions and has transformed into a way to promote a friendly environment on campus. Students are encouraged to wear a name tag and greet their peers with a "hey!" This year's event features both in-person and virtual options so students, staff, alumni and friends can participate wherever they are. Name tags will be distributed at different sites throughout campus from 7:45 a.m. to 2:30 p.m. Free food, music and games will be on the Campus Green from 11 a.m. to 1 p.m. SGA will also host two separate Zoom sessions featuring Auburn-themed bingo and trivia games with prizes including a chance to win an A-Zone parking pass for a day or a TikTok and photoshoot with Aubie.

For more information, visit [aub.ie/heyday](http://aub.ie/heyday).



FIRST YEAR EXPERIENCE  
STUDENT AFFAIRS



## National Transfer Student Week

Join FYE and the National Institute for the Study of Transfer Students (NISTS) as we celebrate Transfer Students through National Transfer Student Week (October 19-23)!

Be on the look for transfer student spotlights, transfer demographics, and much more.



See Auburn's Posts:

@fyeauburn



@AUFYE

See the national conversation:

#TransferStudentWeek



# Tiger Scheduler

## Find your optimal schedule

### 1 Navigate to Tiger Scheduler and select the term.

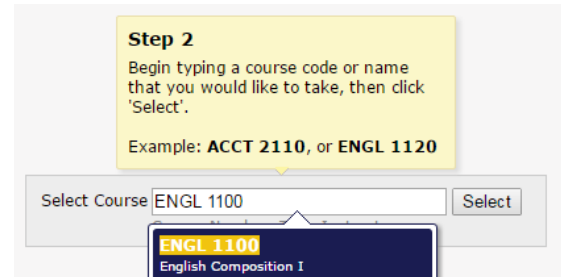
You can find Tiger Scheduler on the My Academics tab of AU Access.

Once you click the Tiger Scheduler logo, select your class term.



### 2 Enter your desired classes.

You can enter courses by the course code (ENGL 1100), title or instructor.



### 3 View the generated results.

You may get a large number of class schedule combinations at first.

*Sometimes you may see an error message because you have too many schedule options. See the next step on how to narrow your options before adding another class.*

Generated Results

◀ 1 of 115376 ▶

Include schedules containing

- Full classes (●)
- Waitlistable classes (●)
- Online classes (📺)
- On-campus classes

	Mon	Tue	Wed	Thu	Fri
8:00	MATH 1610 LEC	MATH 1610 LEC	MATH 1610 LEC		MATH 1610 LEC
9:00	COMM 1000 LEC		COMM 1000 LEC		COMM 1000 LEC
10:00	ENGL 1100 LEC		ENGL 1100 LEC		ENGL 1100 LEC
11:00	MUSI 2730 LEC		MUSI 2730 LEC		MUSI 2730 LEC
12:00pm					
1:00					
2:00	HIST 1010 LEC		HIST 1010 LEC		HIST 1010 LEC
3:00					
4:00					
5:00					
6:00					

Aug	Sep	Oct	Nov	Dec
English Composition I				
Calculus I				
Public Speaking				
Appreciation Of Music				
World History I				

## 4 Narrow and sort your options.

Click and drag times you do not want classes.

- Schedules that avoid these times will be prioritized in your results.

Pin down class sections you like.

- Tiger Scheduler will only show you schedules with that specific section.

Sort the results using the drop down menu in the upper right.

Generated Results  
321 of 9313

Sort preference: None

Include schedules containing:

- Full classes
- Waitlistable classes
- Online classes
- On-campus classes

	Mon	Wed	Thu	Fri
8:00				
9:00				
10:00				
11:00				
12:00	ENGL 1100 LEC	HIST 1010 LEC	ENGL 1100 LEC	HIST 1010 LEC
1:00				
2:00	MATH 1610 LEC	MATH 1610 LEC	MATH 1610 LEC	MATH 1610 LEC
3:00				
4:00		MUSI 2730 LEC	MUSI 2730 LEC	
5:00				
6:00				

Aug	Sep	Oct	Nov	Dec
English Composition I				
Calculus I				
Public Speaking				
Appreciation Of Music				
World History I				

## 5 Add your preferred schedules to your favorites.

Once you find a schedule you like, save it for later by using the “Add to Favorites” link.

## 6 Register for your classes.

To get your preferred schedule, you need to enroll for those courses through AU Access.

Copy and paste the listed six digit Course Registration Numbers (CRN) into the Add or Drop Classes Worksheet screen in AU Access.

Then submit the registration request.

You are not registered for the classes until you see **\*\*Web Registered\*\*** on the Add or Drop Classes Worksheet screen.

10914 11820 10409 12175 10350

To get the displayed schedule, you would need to be enrolled for these courses. Access to each course is subject to the usual requirements.

When you are ready to register, first load the [AU Access Add or Drop Classes page](#), then copy/paste CRNs from above into your Add Classes Worksheet. From the Worksheet you can submit registration requests.

*Updates are anticipated to the Tiger Scheduler System. These updates may change the look or functionality of Tiger Scheduler. Any changes to the system will be discussed during Camp War Eagle or SOS, or noted on Tiger Scheduler.*

# Class Registration

## Things to check prior to registration each semester

### - Check your Registration Status.

You can view your specific registration time window on the My Academics tab in AU Access.

### - Check for and Resolve Holds.

Using the My Academics tab, check to see if you have any holds that will prevent you from registering for classes. Contact the appropriate offices to remove any holds.

## 1 Navigate to My Academics tab of AU Access.

Log into AU Access ([auburn.edu/auaccess](http://auburn.edu/auaccess)). This will take you to the My Academics tab.

## 2 Go to the Add or Drop Classes Screen.

Click "Add or Drop Classes" in the Registration and Advising Section.

Registration and Advising	
Tiger Scheduler	
Add or Drop Classes	
Look up Classes	
Academic Advising	
Advisement Schedule	

Select your term from the drop down menu.

You may be asked to enter a PIN. Your advisor will give you this number.

You will then see this Add or Drop Classes Screen.

### Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. You may drop a class using the Action menu. A \$100 Resignation Fee will be charged if you received financial aid for the term and you drop your last class, your aid will be affected.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Title
**Web Registered** on Mar 10, 2016	None	17440	MATH	1000	161	Undergraduate 3.000 Standard Grades			College Algebra
**Web Registered** on Mar 10, 2016	None	16032	UNIV	1050	027	Undergraduate 1.000 Standard Grades			Success Strategies
**Web Registered** on Mar 10, 2016	None	10370	HIST	1010	001	Undergraduate 3.000 Standard Grades			World History I
**Web Registered** on Mar 10, 2016	None	16244	ARTS	1510	001	Undergraduate 3.000 Standard Grades			Looking at Art: Appreciation
**Web Registered** on Mar 10, 2016	None	10437	COMM	1000	018	Undergraduate 3.000 Standard Grades			Public Speaking
Waitlist on Mar 23, 2016	None	17438	ENGL	1100	087	Undergraduate 0.000 Standard Grades			English Composition I

Total Credit Hours: 13.000  
 Billing Hours: 13.000  
 Minimum Hours: 0.000  
 Maximum Hours: 16.000  
 Date: Mar 23, 2016 09:54 am

Any classes that you are registered for will be at the top.

#### Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

## 3 Find the class.

To add classes, enter the Course Registration Number (CRN) here.

OR

Click the "Class Search" button at the bottom of the "Add or Drop Classes" screen. When looking up classes, select the subject then the course number. You will then see all of the section options.

#### Sections Found

##### Mathematics

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
<input type="checkbox"/>	12976	MATH	1680	080	A	4.000	CALCULUS WITH BUSINESS APPLICATIONS I	MTRF	08:00 am-08:50 am
<input type="checkbox"/>	12983	MATH	1680	081	A	4.000	CALCULUS WITH BUSINESS APPLICATIONS I	MTRF	08:00 am-08:50 am
<input type="checkbox"/>	14746	MATH	1680	090	A	4.000	CALCULUS WITH BUSINESS APPLICATIONS I	MWF	09:00 am-09:50 am
<input type="checkbox"/>	12978	MATH	1680	160	A	4.000	CALCULUS WITH BUSINESS APPLICATIONS I	MWF	04:00 pm-04:50 pm
<input type="checkbox"/>	12981	MATH	1680	355	A	4.000	CALCULUS WITH BUSINESS APPLICATIONS I	MF	03:30 pm-03:50 pm
<input type="checkbox"/>								TR	03:30 pm-04:20 pm

Register Add to WorkSheet Class Search



## 4 Add the class.

Closed classes are indicated with a C and open classes with a checkbox. When you find an open class, click the checkbox and click Register.

Once you see **\*\*Web Registered\*\*** you have successfully added the class.

Sections Found

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
<input type="checkbox"/>	11972	ENGL	1100	085	A	3.000	English Composition I	TR	05:00 pm-06:15 pm
<input checked="" type="checkbox"/>	17437	ENGL	1100	086	A	3.000	English Composition I	MWF	08:00 am-08:50 am
<input checked="" type="checkbox"/>	17439	ENGL	1100	088	A	3.000	English Composition I	TR	02:00 pm-03:15 pm

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Mar 10, 2016		17440	MATH	1000	161	Undergraduate	3.000	Standard	Grades	College Algebra
**Web Registered** on Mar 10, 2016		16032	UNIV	1050	027	Undergraduate	1.000	Standard	Grades	Success Strategies
**Web Registered** on Mar 10, 2016		17438	ENGL	1100	087	Undergraduate	3.000	Standard	Grades	English Composition I

Total Credit Hours: 7.000  
 Billing Hours: 7.000  
 Minimum Hours: 0.000  
 Maximum Hours: 16.000

## 5 If a class is closed, use the Waitlist.

**Waitlists are not available during Camp War Eagle.**

*Getting on the waitlist does not guarantee you will get in the class.*

*If a seat opens up, you will be notified by email and will have 24 hours to claim the seat.*

### Rules of Waitlists:

- If you are enrolled in a course, you cannot get on the waitlist of another section of the same course.
- You can only waitlist one section of a course at a time.

When choosing between sections, it may be helpful to see how long the waitlist is:

- WL Cap = the capacity of the waitlist for that class.
- WL Act = number of students on the wait list
- WL Rem = number of waitlist spots still available

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
<input checked="" type="checkbox"/>	15956	ENGL	2250	003	A	3.000	Survey of American Literature I	MWF	10:00 am-10:50 am	30	30	0	10	9	1



To get on a waitlist, enter the CRN of the course.

- In the error message, you will see a dropdown menu to select "Waitlist."
- Then click "Submit Changes."

### Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	<input type="button" value="Waitlist"/>	17438	ENGL	1100	087	Undergraduate	3.000	Standard	Grades	English Compositio

Add Classes Worksheet

### CRNs