

# Fall 2003 TRACS Worksheet

See An Overview of Registration, and a Step-By-Step Guide to Registration beginning on page 2 in *The Class Schedule* for instructions.

See your adviser or attend a new student orientation or a group advising session first, then call TRACS at your appointed time.



## TRACS Hours: Every day 7 a.m. - 7 p.m.

Use a standard touchtone telephone. Avoid cordless phones; they may be a problem. Note the following conventions when using TRACS.

1. The "pound" key (#) is used to complete a sequence.
2. Do not use your telephone's "redial" function.
3. Pause after each transaction and wait for a response.
4. To cancel a mistake, press the "star" key (\*), then the "pound" key (#) at any time in the sequence.
5. Exit the system by pressing "9" and "#." Before you hang up, wait for the TRACS goodbye and any messages for you.

When you call TRACS, a recorded voice will welcome and guide you. Among choices you will be asked to "Press 1 for TRACS Registration"

Enter **1** followed by the **#** . . . for TRACS Registration.

## "Enter an Action Code Now"

When you hear these words, press the touchtone keys in this order:

- PRS 7** . . . . . The Action Code for Registration.
- OPER 0 DEF 3** . . . . . The Year Code for 2003.
- PRS 7** . . . . . The Term Code for Fall.
- #** . . . . . The Code to Close an Entry.

**NOTICE: PAY FEES OR CONFIRM YOUR FINANCIAL AID BY THE FEE PAYMENT DEADLINE, July 31, 2003, OR YOU MAY LOSE YOUR CLASSES.**

## A Summary of TRACS Codes

- ABC 2 \*** . . . . . To Add
- DEF 3 \*** . . . . . To Drop
- GHI 4 OPER 0 DEF 3 PRS 7 #** . . . . . To List your grades
- JKL 5 #** . . . . . To List your courses
- MNO 6 \*** . . . . . Conditional Add/Drop
- PRS 7 OPER 0 DEF 3 PRS 7 #** . Action Code To Register
- WXY 9 #** . . . . . To Exit
- OPER 0 #** . . . . . Operator Assistance

## "Enter Your Student I.D. Now"

Enter your Social Security Number followed by a **#** sign.

## "Enter Your Personal Identification Number (PIN) Now"

Your PIN is your birthday expressed with two digits for month, day, and year. Use a leading zero before a single-digit month or day. For example, if your birthday is January 6, 1984, you will enter:

**OPER 0 1 OPER 0 MNO 6 TUV 8 GHI 4** followed by a **#** sign.

After you enter a correct Student I.D. number and PIN Code, the TRACS voice will spell your last name. If the name is wrong, exit the system by pressing 9, then # and call again.

## "Enter Your Request Now"

This is the point at which you add or drop classes; see below. After you complete the sequence, TRACS will confirm each class you add or drop and prompt you for your next request. For assistance, call the Reg. Help Line, 898-6400, or go to MLIB 180 during business hours.

### TO ADD CLASSES:

Action Code	Star Key	Reg Number	Pound Key	Course Subject	Number	Sect	Units	Days	Time	Location
ABC 2	*	_____	#	_____	_____	_____	_____	_____	_____	_____
ABC 2	*	_____	#	_____	_____	_____	_____	_____	_____	_____
ABC 2	*	_____	#	_____	_____	_____	_____	_____	_____	_____
ABC 2	*	_____	#	_____	_____	_____	_____	_____	_____	_____
ABC 2	*	_____	#	_____	_____	_____	_____	_____	_____	_____
ABC 2	*	_____	#	_____	_____	_____	_____	_____	_____	_____
ABC 2	*	_____	#	_____	_____	_____	_____	_____	_____	_____
ABC 2	*	_____	#	_____	_____	_____	_____	_____	_____	_____

Attend New Student Orientation or see your adviser first, then use TRACS.