

# Spring 2002 TRACS Worksheet

See An Overview of Registration, and 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 during the Course Request (April 16-Dec. 5, 2001) or Course Add/Drop (Jan 7-Feb 8, 2002) Periods, but don't wait until the last week, you will most likely get a busy signal.

JKL DEF OPER - TUV WXY TUV - GHI OPER GHI OPER  
**5 3 0 - 8 9 8 - 4 0 4 0**

**TRACS Hours: Mon - Fri 8 a.m. - 7 p.m.  
 Sat - Sun 12 noon - 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 ABC 2** . . . . . The Year Code for 2002.
- DEF 3** . . . . . The Term Code for Spring.
- #** . . . . . The Code to Close an Entry.

## A Summary of TRACS Request Codes

- ABC 2 \*** . . . . . Request To Add
- DEF 3 \*** . . . . . Request To Drop
- GHI OPER ABC DEF #** . . . . . To List your grades
- JKL #** . . . . . To List your courses
- MNO \*** . . . . . Request Conditional Add/Drop
- PRS OPER ABC DEF #** . . . . . Action Code To Register
- WXY #** . . . . . To Exit
- OPER #** . . . . . 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 MNO TUV GHI** 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 request, 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 TRACS Help Line, 898-6400, or go to MLIB 180 during business hours.

### TO REQUEST OR ADD CLASSES:

Action Star Code Key	TRACS Call Number	Pound Key	Course Subject	Number	Sept	Units	Days	Time	Location	Any Section Option
<b>ABC 2 *</b>	_____	<b>#</b>	_____	_____	_____	_____	_____	_____	_____	_____
ALTERNATE	_____	<b>#</b>	_____	_____	_____	_____	_____	_____	_____	_____
<b>ABC 2 *</b>	_____	<b>#</b>	_____	_____	_____	_____	_____	_____	_____	_____
ALTERNATE	_____	<b>#</b>	_____	_____	_____	_____	_____	_____	_____	_____
<b>ABC 2 *</b>	_____	<b>#</b>	_____	_____	_____	_____	_____	_____	_____	_____
ALTERNATE	_____	<b>#</b>	_____	_____	_____	_____	_____	_____	_____	_____
<b>ABC 2 *</b>	_____	<b>#</b>	_____	_____	_____	_____	_____	_____	_____	_____
ALTERNATE	_____	<b>#</b>	_____	_____	_____	_____	_____	_____	_____	_____
<b>ABC 2 *</b>	_____	<b>#</b>	_____	_____	_____	_____	_____	_____	_____	_____
ALTERNATE	_____	<b>#</b>	_____	_____	_____	_____	_____	_____	_____	_____

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