

Registration News

Winter 2010-2011

Use myGateway or See your coworker to register

Periodic District auditing has discovered employees using Banner directly to register for courses. **It is not permissible to register yourself into classes using Banner. If you wish to register for a course, please follow the established process by filling out a registration form and presenting it to another A&R staff member for entry. You may also use myGateway to register for a class.** Beginning with the Winter registration term, and in conjunction with the District, the Registrar's office will contact employees using Banner for self registration purposes.

F-1 Visa / International Student Update

SCE recently reported on a Federal regulation which prohibits students that have established an F1 Visa residency status from attending SCE classes. In response to this, an "I3" hold has been introduced for students with a F1 Visa. The I3 hold designates an international student that has applied for admission. **Students with these hold should not be overridden, regardless if registering for a free or tuition class, and can be directed to Diane Mendoza for further assistance, if necessary.**

More information can be found at the A&R blog – www.sce.edu/ar



**Mark your Calendar !
Spring 2011 Registration Meeting
Wednesday, February 16, 2011**

The SCE Access Card is here!

Effective November 9, 2010, student ID cards will no longer be issued. Instead, access cards will be provided to SCE students for use in the labs as well as provide library access. A sample of the new access card is provided below for your reference.



Note: *The Access Card may or may not display the Banner ID.* Full details regarding the new SCE Access card can be found at the A&R blog – <http://sce.edu/ar>

SCE Catalog Update

Final preparations are under way for the first SCE Catalog. The catalog is set for release by January 2011. Special thanks to the workgroup (Irene Beck, Adam Gottdank, Martha Gutierrez, Beverly Heasley, Vaniethia Hubbard, Diane Mendoza, Shelia Moore-Farmer and Helga Struckman) for their hard work and dedication to this project.