November 7, 2005

Dear

Student Development is pleased to announce the telephone registration dates for Summer and Fall 2005 using TRAC (Telephone Registration at Cape Fear). The TRAC line will be open for registration on the following dates to currently enrolled Spring students who have met with their advisors: Summer – March 28 through April 8 and Fall – April 12 through the extended date of May 26. Important – Registration in August will be vastly different this Fall due to transitioning to a new computer system. If you do not use TRAC, you should expect longer lines and waits than usual. Please read this entire letter; it contains valuable information regarding the registration process.

The advising period begins on March 28 and ends on April 8. ONLY those students completing an advising session with their advisors will be allowed to use the TRAC line. During your advising session, you will receive a TRAC line worksheet to plan and prepare your course schedule. At this time, you will be given a PIN (Personal Identification Number) and the date and time you can access the TRAC line. Please note that separate activation dates for Summer and Fall will be issued. Your PIN should not be given to anyone; it is your personal number that allows you to register as well as make additions and corrections to your schedule.

IMPORTANT - CHECK COURSE PREREQUISITES AND COREQUISITES! YOU, not your advisor, are responsible for meeting any course requisites. For your convenience, prerequisites and corequisites are listed in the Schedule of Classes. If you register for a course and do not meet the requisite, you will be administratively dropped from the class. If the administrative drop occurs after the Drop/Add period, you will not be allowed to register for another course. Registering for a course in which you don’t meet the requisite may also result in a partial or complete loss of tuition paid.

The name of your advisor and his/her office location are listed below. In addition to regular office hours, your advisor will have an advising schedule posted. You must sign up and meet with your advisor during an available advising session. Appointment times fill up fast so don’t wait until the last few days of advising to see if you can get an appointment! It is important that you familiarize yourself with your specific course and program requirements prior to meeting with your advisor. Remember, in order to access telephone registration, you must meet with your advisor to receive your TRAC worksheet and PIN number. PINs will not be given over the phone.

Advisor: (bold advisor name)
Office: (bold office location)

College Transfer students have the option to be advised via email. See http://cfcc.edu/advising/ct/Current/currentstudents1.htm for details. Some Vocational/Technical departments will have special advising times and locations. Stop by your department office for more information. Allied Health, Nursing, and General Education student advising will be in room L317.