

## Registration Guide

At the end of the current semester, when grades have been finalized, all enrollments are marked as Complete in Genius.

There are two categories of students: New and Returning.

**New Students** are considered new if they have not taken a course with CDLS, or do not already have an account in our student information system, Genius.

**Returning Students** are students who have previously taken a course with CDLS, or already have an account in our student information system, Genius. Any student who has a Genius account is considered returning.

## New Student Registration

New students can be registered in two ways:

**Option 1:** The student can register by filling out the form on the website and the site coordinator approves the course(s).

**Option 2:** The site coordinator fills out the registration form on the website *for the student* and then approves the course(s).

### **Option 1: New Student Registration - Student fills out the registration form**

1. The student goes to the CDLS website and clicks on *Registration > New Student*.
2. The student fills out the registration form on the website (link to form is only posted when registration is open).
  - On the first page, the student will enter information to create their account.
  - On the second page, the student will select the course(s) in which they want to enroll.
3. After the registration form is submitted, notification emails will be sent from [reg@coloradodls.org](mailto:reg@coloradodls.org) to:
  - The Site Coordinator (SC) based on the school that was selected
  - The student letting him/her know their request is pending
  - CDLS administrators for record keeping purposes
4. The site coordinator will first accept or deny the registration *application*. Upon acceptance, the student will receive an email notification letting them know they have been accepted and a separate email containing login information. Even if the student is denied, he/she will receive an email notification regarding that decision.
5. The SC will then approve the *course request* and auto-enroll the student. The student will receive a final email notification letting them know they have been enrolled in the approved course(s).

### **Option Two: New Student Registration - Site Coordinator fills out form**

1. The site coordinator goes to the CDLS website and clicks on *Registration > New Student*.
2. The site coordinator fills out the registration form on the website (link to form is only posted when registration is open).  
  
-On the first page, the site coordinator will enter information to create the student account.  
-On the second page, the site coordinator will select the course(s).
3. After the registration form is submitted, notification emails will be sent from [reg@coloradodls.org](mailto:reg@coloradodls.org) to:  
-The Site Coordinator (SC) based on the school that was selected  
-The student letting him/her know their request is pending  
-CDLS administrators for record keeping purposes
4. The site coordinator will first accept or deny the *registration application*. Upon acceptance, the student will receive an email notification letting them know they have been accepted and a separate email containing login information. Even if the student is denied, he/she will receive an email notification regarding that decision.
5. The SC will then approve the course request and auto-enroll the student. The student will receive a final email notification letting them know they have been enrolled in the approved course(s).

## **RETURNING Student Registration**

Returning students can be registered in two ways:

Option 1: The student requests a course in Genius.

Option 2: The site coordinator enrolls the student directly in a section.

\*CDLS can also assist in rolling students over into the next semester of a course.

### **Option 1: RETURNING Student Registration by the Student**

1. The student logs into their CDLS Genius account and clicks Request Courses.
2. The student selects the term, the course(s), and the start date.
3. The request is sent to the site coordinator for approval.
4. Once the course request is approved, the student is enrolled and notified.

### **Option 2: RETURNING Student Registration by the Site Coordinator**

1. The site coordinator logs in to their CDLS Genius account.
2. The SC clicks on *Students* and then clicks on the student they want to enroll.
3. In the *Actions* box on the left site, click on Enroll in Section. Select an option for all of the dropdown menus and click enroll.

## APPROVAL PROCESS

There are 2 parts to the approval process. First the student application must be accepted (part 1) and then the course request must be approved (part 2).

Start by logging into your CDLS Genius account.

### **Part 1: Accept the Student Application**

1. From the Genius dashboard, click on *Admission*
2. In the *Initial Stages* box, click on *Submitted*.
3. Click on a student
4. In the *Change Status* box, change the status from SUBMITTED to STUDENT\_ACCEPTED and click save
5. Follow these same steps for all students who are in the Submitted area of Admissions, then proceed to part 2.

### **Part 2: Approve Course Request**

1. From the Genius dashboard, click on *Reports*
2. On the left-hand side, under *Enrollments*, click *Course Requests*
3. Click *Get Data*
4. Check the box next to the student you want to enroll and click *Auto-enroll selected*, or *Deny selected* if the course is not approved.  
**\*Note:** If the student's name does not show up in the first column, titled Student, then you must go back and complete part 1, then come back and auto-enroll the student.
5. The student will receive an email confirming their enrollment. The registration is complete.

## DROP / CHANGE Process by the Site Coordinator

1. Log into your CDLS Genius account.
2. Click on the Students tab and then click on the student to be dropped.
3. On the left-hand side, under Enrollments, click on 'Drop Requests'.
4. Click 'Request new drop'.
5. Select the Course, Reason, and set the status to *approved* and click save.
6. CDLS administrators will receive the request, drop the student, and add any additional information. If necessary, CDLS can withdraw the student as well.