TO: All students expected to enroll Fall 2016, except JGSM  
FROM: Cassie Dembosky, University Registrar  
DATE: April 4, 2016  
SUBJECT: Course Enrollment for Fall 2016, New Scheduler Feature

Dear Student,

The Fall 2016 pre-enrollment period will occur between April 6-20. Please review your specific three-day enrollment appointment in Student Center by clicking on "Open Enrollment Dates".

Announcements and reminders:

- New Scheduler feature at classes.cornell.edu! The Class Roster now includes a scheduling tool that can be used to plan and visualize your semester schedule. Enrollment must be completed in Student Center. See Using Scheduler for more information.
- Now is a good time to review and update your emergency contact information using the improved interface in Student Essentials. It is important that this information is up-to-date so that we know whom to contact in case of personal emergency.
- Bursar e-billing has converted from Net.Pay to CASHNet. To sign up other users/payers go to CASHNet.

For successful course enrollment:

- Know your enrollment appointment dates. Each enrollment appointment will run for 3 days. Appointments begin at 7:00 a.m. on the first day and end at 4:30 p.m. on the third day.
- Complete all enrollment steps in Student Center. Successful enrollment will result in a green check-mark in the "Status" column on "Step 3: View Results".
- Remember to use Scheduler to review your proposed Fall 2016 courses in advance, with your faculty advisor. See Using Scheduler for help with the “share” feature.
- Do not log into Student Center from multiple windows, browsers or multiple devices.

For assistance:

- See the University Registrar enrollment website for detailed information about the enrollment process in Student Center.
- If you have questions or concerns about course enrollment, contact the Course Enroll Helpline at 607-254-4795 or coursesenroll@cornell.edu, Monday through Friday, 8:00 a.m. to 4:15 p.m. The Helpline will be available at 7:00 a.m. on the first day of each enrollment appointment.
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- For browser, device, or technical problems, please contact the CIT Service Desk 607-255-5500, itservicedesk@cornell.edu, http://www.it.cornell.edu/support/, Monday through Friday, 8:00 a.m. to 5:00 p.m.

All times Eastern.

Thank you,

Cassie Dembosky
University Registrar