

**COLLEGE OF HEALTH PROFESSIONS**  
**ADVANCE ENROLLMENT PROCEDURES**  
**(for matriculated students only)**

Returning matriculated students may add and/or drop courses during the Advanced Enrollment period (please see Academic Calendar for specific dates). <http://www.upstate.edu/currentstudents/records/calendars.php>  
Tuition and fees will be based on the number of credits of enrollment selected at this time.

**THE FOLLOWING INFORMATION WILL HELP YOU IDENTIFY IF YOU NEED TO ENROLL IN COURSES AT THIS TIME:**

**COLLEGE OF HEALTH PROFESSIONS:**

**(1) Standard Curriculum Students:**

If you are following the standard program of study, you do not need to select courses at this time. You will be enrolled in the courses identified in your program of study, except for courses where transfer credit has been granted. *If you do not intend to take the courses in the standard program of study, you should add and/or drop courses at this time to modify your schedule.*

**(2) TDPT Students:**

No courses will be scheduled for you. You must enroll in courses at this time on-line using ISIS (Integrated Student Information system) or an Add/Drop form.

**(3) Extended or Modified Curriculum Students:**

No courses will be scheduled for you. You must enroll in courses at this time on-line using ISIS (Integrated Student Information System) or an Add/Drop form.

**(4) Part Time Students:**

No courses will be scheduled for you. You must enroll in courses at this time on-line using ISIS (Integrated Student Information System ) or an Add/Drop form.

**HOW TO ADVANCE ENROLL:**

If you are using **ISIS** (Integrated Student Information System):

- Obtain your ALT PIN (Alternate Personal Identification Number) from your department chair or designee
- Log on to the ISIS System and select Course Enrollment

If you are using an **Add/Drop Form**:

- Obtain the Add/Drop form from the Registrar's Office or your department
- List the desired courses on the form, obtain the signature from your advisor or department chair
- Return the completed Add/drop form to the Registrar's Office by the end of the Add/Drop period

Regardless of how you enroll in courses, you will need to complete the Registration Process for matriculated students, which includes, completing the on-line Registration Survey form in ISIS.

**You are not fully registered until you complete the Registration Survey form on-line.**

**PLEASE NOTE: COLLEGE OF HEALTH PROFESSIONS STUDENTS WHO ARE EXTENDED CURRICULUM OR PART-TIME STUDENTS, MUST ADVANCE ENROLL IN ORDER TO RECEIVE A TUITION BILL.**