

AARC for Current Students

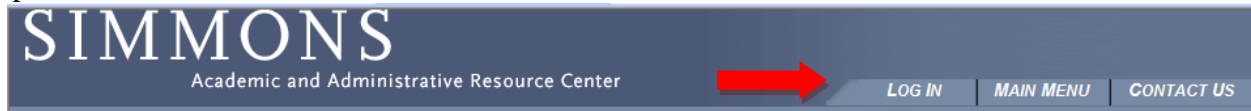
GENERAL AARC GUIDELINES

Students at Simmons are responsible for making sure that they are properly registered every semester; students use AARC (<http://aarc.simmons.edu>) to register for classes as well as to check their class schedule and view their grades.

1. Click on AARC links or buttons only **once**, and wait for the next page to load. Double-clicks may be read as multiple submissions and the system will force you to start over.
2. After logging out of your AARC session, the internet browser window will either close out (Internet Explorer) or prompt you to close it (Mozilla FireFox). This is a security measure to prevent anyone on a public terminal from using the "Back" button to access your private information.
3. The best way to conduct a search for a course on AARC is to enter the following information: Term, Subject, Course Number, and Section. Entering both a Term and Date Ranges will confuse the system because the dates of a course may fall outside of the general Term. For example, if SW 402 begins on September 2nd, but the general term does not begin until September 4th, the system will not be able to find SW 402.
4. If you want to search for courses that meet on specific days and times, enter the Term, Subject and then day and time information.
5. In addition to registering for classes, AARC has many functions, including viewing your academic profile, viewing your grades, and updating your addresses on record.
6. If you have any questions about using AARC, call the Office of the Registrar at 617-521-2111, or email aarcsupport@simmons.edu.
7. If you should ever forget your username and password, you must call the Simmons Help Desk at 617-521-2222. You will need to have your Simmons ID number handy before you call, as they will need that information to assist you.
8. Please note: AARC is the only 'real-time' indicator of your current academic schedule. eLearning is NOT.

HOW TO LOG ONTO AARC

1. The "Log In" tab is located in the upper right-hand side of the AARC home page at <https://aarc.simmons.edu>.



2. Log onto AARC using your Simmons email username and password. Usernames and passwords are case-sensitive.

If your username or password does not appear to be working, you will need to call the Simmons Help Desk at 617-521-2222. Please have your Simmons ID number handy, as the Help Desk will require this information in order to assist you.

3. After entering your username and password, click the "Submit" button.
4. After clicking "Submit," you will be brought to the Main Menu. You are now logged into AARC.



5. At the Main Menu, you may click "Change Password" if you wish to do so. You will have to log in again, as this link brings you to the Simmons preferences page. Select "Change User Password" on the following screen and follow the directions. Click "Log out" in the left menu when finished.

AARC PREFERRED SECTIONS REGISTRATION

The Preferred Sections system in AARC is a powerful tool which allows you to place your preferred course sections for an upcoming semester on a list, very similar to the "shopping cart" system used in internet shopping. You can store courses on this list, and then register from the list when it is your time to register.

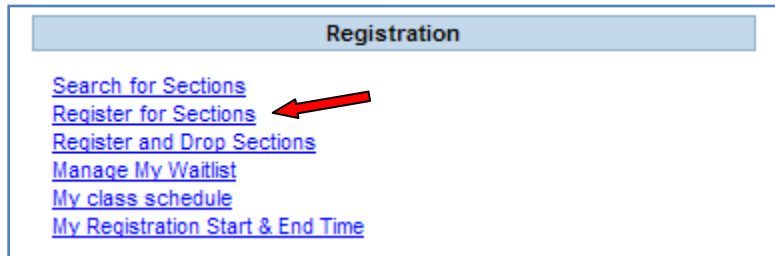
You can begin building a Preferred Sections list for a semester once that semester's course schedule is posted on AARC. You will be notified by email when a new semester's schedule is "live" on AARC. Your academic advisor may also contact you as they will be able to begin student advising for a new semester once the schedule is posted online.

The primary advantage of the Preferred Sections list is that you can save time you would spend searching for each course section during high-traffic periods on AARC. This way, you can register on AARC much more efficiently.

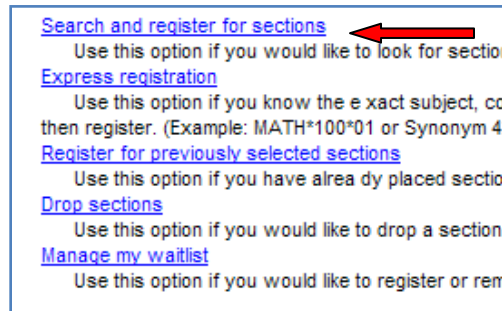
NOTE: You can build a Preferred Sections List at any time, as long as the schedule for that term is available for viewing. **It is best to build the list early, and include some backup courses on the list in case your first choices are full. This will greatly speed up your registration process!**

BUILDING YOUR PREFERRED SECTIONS LIST

Log onto AARC and click on the "Students" tab. Then under the "Registration" menu on the left, click on the "Register for Sections" link.



The following page displays a variety of registration tools. Use either "Search and register for sections" or "Express registration" to build your Preferred Sections list. For the purposes of this walkthrough, click on the "Search and register for sections" tool.



1. This will bring you to the standard course search screen. Select your search term from the drop down menu. Choose your Subject from the drop down menu, and fill in the Course Number and Section.

Example: To search for English 111 in the Fall 2008 semester, select “Fall 2008” in the Term box. Under Subject, select “English.” In Course Number type “111,” and in Section type “01.”

Search/Register for Sections

Term

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="English"/>	<input type="text"/>	<input type="text" value="111"/>	<input type="text" value="01"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

2. Once you have filled in these fields, press the “Submit” button once at the bottom of the page.
3. Next, your search results will be displayed. Check the box to the left of any course you want to place on your Preferred Sections list, and then press the “Submit” button once at the bottom of the page.

Section Selection Results

Narrow my search

Re-sort my results

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="checkbox"/>	Fall 2008	Waitlisted	ENGL-111-01 (3326) Greek Myth & Religion	Main Campus	09/04/2008-12/04/2008 Lecture Tuesday, Thursday 11:00AM - 12:20PM, Room to be Announced	R. Wollman	0 / 35	4.00	

You have now created your Preferred Sections list! AARC will now remember the courses you have selected and keep them in this list. You can go back to the Search menu as many times as you like to search for different courses, and add them to the Preferred Sections list by repeating these steps.

Register and Drop Sections

Name _____

Action for ALL Pref. Sections (or choose below) ▼

Preferred Sections ←

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="checkbox"/>	Fall 2008	ENGL-105-01 (3322) Creative Writ: Non-Fiction	Main Campus	09/03/2008-12/03/2008 Lecture Monday, Wednesday 01:30PM - 02:50PM, Room to be Announced	L. Pei	1 / 15	4.00	
<input type="checkbox"/>	Fall 2008	ENGL-111-01 (3326) Greek Myth & Religion	Main Campus	09/04/2008-12/04/2008 Lecture Tuesday, Thursday 11:00AM - 12:20PM, Room to be Announced	R. Wollman	0 / 35	4.00	

NOTE: Even though you have created a Preferred Sections list, this does NOT mean you are registered for your classes. Registration is a separate step which takes place on or after your appointed registration start time!

EXPRESS REGISTRATION

If you already know the courses you intend to register for, you can use “Express Registration” to create your Preferred Sections list. This process is essentially the same as the “Search and register for sections” process. When you select "Express Registration" you will be taken to a form where you can fill in course information.

Be sure you make a selection under "Term" for each course, as well as the Subject, Course Number, and Section Number, and then press "Submit." This will bring you to a confirmation screen. Check the boxes to the left of each course you want to add to your Preferred Sections list, and press "Submit" again. You have now created your Preferred Sections list using Express Registration.

REGISTERING USING YOUR PREFERRED SECTIONS LIST

Each student is assigned a specific registration start time, which indicates the time when the student may begin registering for their classes. Once the Registrar's Office has assigned registration dates and times, you can view this information by selecting "My Registration Start & End Time" under the "Registration" menu on the "Students" menu page.

1. When it is your time to register for classes, log onto AARC, select "Students", select "Register for Sections," and select "Register for previously selected sections." Your Preferred Sections list will be displayed.
2. The column on the left reads "Action." In this column, next to each course, is a drop-down menu that brings up a list of available actions for that course. If you want to register for each course, select "RG – Register."
3. You can choose "RM – Remove" to remove the course from your Preferred Sections list altogether, or choose "WL – Waitlist," if the course is full and you wish to place yourself on the waitlist.

Register and Drop Sections

Name

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<div style="border: 1px solid black; padding: 2px; display: inline-block;">RM Remove from List</div>	Fall 2008	ENGL-105-01 (3322) Creative Writ: Non- Fiction	Main Campus	09/03/2008- 12/03/2008 Lecture Monday, Wednesday 01:30PM - 02:50PM, Room to be Announced	L. Pei	1 / 15	4.00	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">RG Register</div>	Fall 2008	ENGL-111-01 (3326) Greek Myth & Religion	Main Campus	09/04/2008- 12/04/2008 Lecture Tuesday, Thursday 11:00AM - 12:20PM, Room to be Announced	R. Wollman	0 / 35	4.00	

Select the desired action for each course and press the "Submit" button at the bottom of the screen.

NOTE: You will not be allowed to register or waitlist yourself for a course if your pre-requisites for that course have not been completed.

IMPORTANT: If you assign registration actions that AARC cannot fulfill, for instance - trying to register for a course that is waitlisted - AARC will not register OR waitlist you for the course. (You must select "Waitlist" as your action).

Register and Drop Sections

ENGL-111-01 - Section ENGL-111-01 is "Waitlisted" (35/35). Enrollment not allowed.

Once you register for your courses from the Preferred Sections list, AARC will display a confirmation screen titled "Registration Results" containing the following:

- Registration actions taken
- The course sections for which you are currently registered
- Any course sections for which you are waitlisted

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall 2008	Registered for this section		ENGL-111-01 (3326) Greek Myth & Religion	Main Campus	09/04/2008-12/04/2008 Lecture Tuesday, Thursday 11:00AM - 12:20PM, Room to be Announced	R. Wollman	4.00	

You will also receive a confirmation email at your Simmons email address sent by AARC.

NOTE: Unless you see this message at the top of the screen, you are NOT looking at a confirmation screen.

AARC AUTOMATED WAITLIST SYSTEM

NOTE: The Graduate School of Management uses its own internally-governed waitlist system. Thus, the following directions do not apply to SOM students. SOM students should email paula.bent@simmons.edu with any questions.

Through AARC you will be able to monitor waitlists online, receive automated emails from AARC when space is available for you in a course that you are waitlisted for, and register yourself for waitlisted classes on AARC.

When you select “WL – Waitlist” as an action for a course on your Preferred Sections list, you will be added to that course’s waitlist and the confirmation screen will show you a list of waitlisted courses on your account. You can always check on this waitlist by selecting “Manage My Waitlist” from the “Registration” menu under the “Students” tab.

If a space opens up in one of the courses you are waitlisted for, you will receive an email from AARC at your Simmons email account. This email will inform you that a space has opened in the course and that you are allowed to register for the course on AARC.

Permission to register from the waitlist does have a time limit. The email you receive will indicate the deadline for registering for the course. **If you do not register for the course by the deadline indicated, then you will be removed from the waitlist and the next student on the waitlist will be contacted and offered the space in the course.** This process continues until the opening in the course is filled or until all students on the waitlist have been contacted.

If you are on a waitlist and receive an email that a space is available, return to the “Manage My Waitlist” screen. Then you will register for the class from your waitlist the same way you would register for a class from your Preferred Sections list - by selecting the appropriate action from the drop-down menu. You can also remove courses from your waitlisted list in the same fashion.

**Managing our waitlists automatically allows students to be instantly notified when a space is open in a class, assures fairness in the order in which open spaces are offered to students, and allows our faculty to have the most accurate gauge of who is on their roster(s) by providing quick registration from waitlists.

It is **very** important that Simmons students pay close attention to their Simmons email account. For security reasons, this is the only email address AARC will send waitlist emails to. It is the student’s responsibility to respond to the opportunity to register off a waitlist.

NOTE: Typically, all waitlists are deleted before the first day of the term. After this time, it is a student’s responsibility to contact the instructor to receive consent to enroll in a closed or waitlisted course.