

## Enrolling in RAP courses

1. **Check** the Advising chart and confirm there is not a conflict between the required RAP course and any major/college requirements.
  - a. If there is a conflict, then the students must drop the RAP.
  - b. If there is another RAP that they are eligible for that has space available, and the required course is not a conflict, they may join that RAP right away.
2. **Enroll**: Check to see if the student is already enrolled in the RAP course.
  - a. We are enrolling as many students as possible in their RAP course prior to advising.
  - b. If the RAP has a course choice the student will NOT be enrolled by RAP – this way they can pick the section around the other classes on their schedule. Please be sure they enroll in one of the designated courses on the chart.
3. **If a student had to drop a RAP**
  - a. Be sure they drop the RAP at the [Sign-up site](#)
  - b. Be sure they are not enrolled in the course. Remember, they may have been enrolled by the RAP office – in which case they need to drop it