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