Outlook

Fw: Spring Enrollment Appointments

From Miriam Chitiga <miriam.chitiga@greenriver.edu>

Date Thu 2026-01-29 10:55

To Accreditation <accreditation@greenriver.edu>

Advising additional evidence category

Miriam Chitiga, PhD
Executive Director of Institutional Effectiveness
Accreditation Liaison Officer (ALO)
Green River College | 12401 SE 320th St. Auburn, WA 98092-3622
Teams: 253-288-3317: Mobile: 253-778-9873
Email: miriam.chitiga@greenriver.edu
        < accreditation@greenriver.edu>

From: Octavio Garcia-Ruiz <OGarcia-Ruiz@greenriver.edu>
Sent: Thursday, January 29, 2026 10:40 AM
To: **All College Community Mail <allmail@greenriver.edu>
Subject: Spring Enrollment Appointments

Hello Faculty and Staff,

Enrollment and shopping cart appointment times for **Spring Quarter 2026** have now been assigned. Please review the timeline and information below so you can best support students as they prepare to register.

Spring 2026 Enrollment Timeline

All enrollment appointments begin at **8:00 a.m.** on the assigned date.

- **Tuesday, February 3** – Advising Day (no day or evening classes)
- **Thursday, February 5** – Priority Enrollment
- **Friday, February 6** – Students with **90+ completed credits**
- **Monday, February 9** – Students with **60–89 completed credits**
- **Tuesday, February 10** – Students with **30–59 completed credits**
- **Wednesday, February 11** – Students with **0–29 completed credits**
- **Monday, February 23** – New students

Important Notes

- Enrollment appointments are assigned based on **completed credits in ctcLink**.
- **Student Financial Responsibility Agreement:**
  All students age 18 or older must complete this agreement in ctcLink before enrolling; this is only for the new Winter quarter students. If the agreement is not signed, a block will prevent registration. The block is removed automatically once completed.

Reporting Enrollment Appointment Issues

If you notice a student with an incorrect enrollment appointment, please submit the concern in the **Enrollment Troubleshooting Team** → **Enrollment Appts and Term Activation channel**.
This ensures the issue is routed correctly and reviewed promptly.

Permission Codes & Placement Information

- **Faculty Permission Codes:**
  Faculty have access to course-section-specific permission codes (e.g., a code for section A cannot be used for section B). Documentation is available on GatorNet under **ctcLink Faculty Resources.**
- **Placement & Testing:**
  Staff in this area have access to milestones that determine course eligibility; milestones are **not** section-specific.

Enrollment Requests

- **For Students:**
  Direct students to the **Student Enrollment Request (MS Form)**, available on the **OTR Forms**
- page on the GRC website. Students must sign in using their GRC email credentials.
- **For Faculty:**
  The **Faculty/Instructor Enrollment Request** and the **Faculty Enrollment Guide** are available on the **Registrar GatorNet** page.

Thank you all for the great work you do for all of our students!

Best,

Octavio

Octavio Garcia-Ruiz

Pronouns: He/Him
Assistant Director, **Office of the Registrar** |Green River College
12401 SE 320th | Auburn, WA 98092 | 253-288-3383