

Cluster Registration Process



- All of the Key Academic and Key Service sections of classes will show up on the University Class Schedule in ARIES. They are listed as sections in the “100s” and are labeled with the “Key Academic Community”, or the “Key Service Community” ATTRIBUTE. Only students with the matching ATTRIBUTE will be able to add these classes. PLEASE do not override non-Key students into these sections.
- Students in the Key Academic and Key Service Community have been instructed to inform you during the morning session that they in the community (this should also be indicated on the students’ profile sheet).
- In most cases, students will already have the correct attribute and should have no problems registering for their Cluster.
- There may be some cases where a student whom we just admitted to the community will need an override into the Clusters (it takes ARIES overnight to assign attributes). We will put a “NEEDS OVERRIDE” sticker on their cluster sheet if this is the case.
- Because students are required to attend our “**Key Cluster Registration Meeting**” from 12:45-1:15pm with Key (Key Academic in Room 152 Parmelee and Key Service in Room 151 Parmelee) staff on Day 2, they should have a copy of the clusters and an understanding of how to register for Clusters by the afternoon registration session.
- Please advise students into an appropriate cluster, making sure that:
 - The student includes every component of the Cluster they are advised into/choose.
 - Students understand that Supplemental Instruction (SI) within the Key Academic Community is required for those students who register for an SI Cluster (Cluster 1 and 5).
 - The student uses the 5-digit numbers (CRN) in the first column of the Cluster sheet in order to register for their Cluster.
 - When adding additional classes outside of the Cluster, make sure that students are not selecting Key sections from other clusters. (*Their additional classes outside of their Key cluster should not be any that have the Key Academic or Key Service attribute associated with them*).
- If a student who is not yet accepted into any of our communities but is interested in applying, please direct him/her to us to obtain an application.