

Web Registration for Grad Students -- Nov. 16!

To prepare, meet with your advisor now!

BEFORE you meet with your advisor, print out:

- Your **Registration Planning Form** from your Campus Web account ("My Planning Form" tab). If you're familiar with your requirements, fill out as much of the Planning Form as you can before your advisor meeting. (If you're also selecting summer classes, print two copies.)
- Your **program requirements**—check off courses you've completed and have in progress.
- Your **Course History** from your Campus Web account.

To choose appropriate courses:

- Distinguish which courses are must-take, should-take, or could-take courses for the upcoming term(s).
- List as many could-take courses as possible—your first choices may be filled by the time you register.
- Consider your program requirements, research requirements and electives.
- Unless a specific section is required for your program, just list course options for now (e.g., PSYC 530, PHED 630). Check out preferred sections later on the Campus Web.
- Remember: All courses that are numbered 400 or below are undergraduate courses. 500-, 600-, and 700-level courses are graduate-level courses.

AFTER you meet with your advisor:

- Log on to Campus Web to make sure you have no holds.
- Check Campus Web to see what times courses are available. (The spring course schedule will be available by October 30).
- Sort out which of your options will fit together to make a workable schedule.
- Click on the course code to read the full course description page for each section you choose—many courses (and some sections) are restricted by program or prerequisite.

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Web registration access schedule:

Once your advisor releases your advising hold (and if you have no other holds), you can access the Web registration function beginning at **6 a.m. on Monday, November 16.**

After you complete your initial registration, log on any time to add and/or drop courses through Tuesday, January 26.

Instructions for using the Web registration system:

- Log on to Campus Web. The welcome screen will let you know if you have any holds and if you have access to register.
- **CHECK THE TOP RIGHT HAND CORNER TO MAKE SURE YOU'RE IN THE CORRECT TERM.** If not, click "change term."
- Click on the "Search" link. Search for your desired courses by department. Look for your must-take courses first, and then fill in with should-takes and could-takes.
- Once you find a section you wish to add, check the "seats left" column to see if it's open. Click on the course code and read the FULL course description page (prerequisites, corequisites, and comments) to verify that you're eligible for it.
- If you wish to add the course, click "Add." If you wish to drop a course, click on your "Schedule" tab, then click "Drop."
- If you're registering for a lecture and a lab, **select the lab first** (or you won't be able to add the lecture).

You'll need to register in person:

Some courses must be registered for in person at the Registrar's Office. Those courses include:

- Courses with caps that have been set to 0. You can tell if the cap is 0 by clicking on the course code and looking at the "students allowed" field (gold closed course form required).
- Independent studies or other courses by arrangement (independent study form required).
- Courses that you don't have the prerequisite or appropriate major for (blue prerequisite waiver form required).
- Repeating a lecture, without taking the corequisite lab (regular add form required).
- A variable credit course, if you're taking it for credits different than the amount listed (regular add form required, with advisor's signature—make sure it specifies how many credits you're taking it for).

For more information about advising, contact your advisor, program coordinator, or department chair.

For information about Web registration, contact the Registrar's Office (413-748-3350) or the Academic Advising Center (413-748-3379).