

Web Registration for Spring Begins Nov. 16!

Set up an appointment 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.
 - Your **Program Checklist**—update it with courses you've completed and have in progress. You can get undergraduate checklists from the Academic Advising Webpage ("major programs") or the Registrar's Webpage ("downloadable forms").
 - Your **Course History** from your Campus Web account. (Open "My Grades" tab and click on "All Divisions, All Terms.")
 - A copy of the undergraduate **GenEd menus** (Academic Advising Webpage).
- Bring this material with you when you meet with your advisor!

To choose appropriate courses:

- Distinguish which courses are must-take, should-take, or could-take courses for the upcoming term.
- List as many could-take courses as possible—your first choices may be filled by the time you register.
- Consider major requirements, minors, GenEds, and electives. If you matriculated (were admitted) to SC in Fall '06 or later, you need at least 120 credits to graduate (your program may require more).
- List course options (e.g., SOCI 101, HIST 102), not specific sections. Check out sections and times later on the Campus Web.
- Remember: 200-level courses are generally geared for sophomores (occasionally first-years), 300-level are for juniors (occasionally sophomores), and 400-level are for seniors (occasionally juniors). 500-, 600-, and 700-level are graduate-level courses.

AFTER you meet with your advisor:

- Log on to Campus Web to make sure you have no holds. If you do, you won't be able to register.
- Check Campus Web to see what times courses are available. (The spring course schedule will be available on-line 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 major or prerequisite.
- Check availability (seats left) as Registration progresses. Be prepared with alternates that will help you progress toward graduation.

continued

Keep in mind:

- If you have a double major, you must meet with BOTH your advisors before registering. If you have an EDUC Advisor², meet with your content advisor first, then your EDUC advisor. If you have an OETH Advisor², meet with your OETH advisor first, then your content advisor.
- If you have a minor advisor, meeting with him or her is recommended, but not required.
- If you're thinking about changing majors, talk to an advisor in the Academic Advising Center about that BEFORE you set up your course selection meeting.

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 the date below:

- **Graduate students** - Monday, November 16
- **Seniors** (must have 90+ credits earned) - Tuesday, November 17
- **Juniors** (must have 60 - 89.5 credits earned) - Wednesday, November 18
- **Sophomores** (must have 30 - 59.5 credits earned) - Thursday, November 19
- **Freshmen** (0 - 29.5 credits earned) - Friday, November 20

After you complete your initial registration, you can 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 your schedule 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 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 contact your advisor, the Registrar's Office (413-748-3350),
or the Academic Advising Center (413-748-3379).*