REGISTRATION FOR SPRING, 2011 COURSES

Registration for spring courses will be held November 8 - 11. Registration cards should be submitted to the registrar's office, Colgate 116, on your assigned day anytime between the hours of 7:45 am and 5:00 pm.

<table>
<thead>
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<th>Monday, Nov 8</th>
<th>Tuesday, Nov 9</th>
<th>Wednesday, Nov 10</th>
<th>Thursday, Nov 11</th>
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<tbody>
<tr>
<td>Current Seniors</td>
<td>Current Juniors</td>
<td>Current Sophomores</td>
<td>Current First-Years</td>
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REGISTRATION PROCEDURES

Part One: Preparing for Registration

1. CLEAR YOUR HOLDS! Your registration will not be accepted if you have been placed on HOLD for any of the following reasons:
   - **Student Financial Services hold**: due to an unpaid bill, community council fines, or parking tickets. Contact person: Beth Renzulli, Colgate 112, ext. 3744
   - **Major Acceptance hold**: for students who will complete 86 or more credits this semester, who have not completed Major Acceptance, and have not received a waiver. Contact person: Your department Chairperson
   - **Baird Health hold**: for students whose health records are not up to date. Contact person: Kelley Perron, Baird Health Center, ext. 3621.
   - **Transcript hold**: for any student who hasn't submitted a final high school transcript and for transfer students who haven’t yet submitted transcripts from prior colleges. Contact person: Carole Parsons, Colgate 116, ext. 3674

2. Review your major, program (if applicable), and minor (if applicable) as listed in the email. If incorrect, complete an Intent to Major/Minor form and return it prior to registration week. This will enhance your chances of getting into appropriate courses for your major and/or minor. This form is available on the web, from your advisor, or from the registrar’s office.

3. Review the requirements for your pathway, the liberal education program, your major, and your minor. Plan a preliminary schedule, making sure that all course prerequisites have been met.

4. Set up a meeting with your advisor. **Your advisor has your blank schedule card.** When writing your course selections on your schedule card, record the course code, sub type, and section for courses. **Example: ART110/LEC/A.**

5. In case a course you have selected is over-enrolled, you should select two alternate courses that will fit into your schedule and record them on the yellow registration card. Your alternate choices should be entirely different courses than those already listed on your card. Alternate courses should NOT simply be a different section of a course already listed on your registration card, since we will automatically try to register you for a different section if your first choice is full before turning to your alternate selections.

6. Students should not register for more than 18 credits unless they are seniors and need the additional credits for graduation. If you do register for more than 18 credit hours, you will be billed $1,080.00 for each credit over 18.
**Part Two: Instructions for Non-Traditional Courses**

1. The following courses and/or course options require a permission form in addition to the registration card: **MUS110, 210, 310, 410; any course numbered 381, 480, 481; any variable credit course; courses you wish to audit; and courses you wish to take on a pass/fail basis.** Permission forms are available on the web, from your advisor, or from the registrar’s office. Please submit the permission form along with your registration card.

2. **Independent Studies and Courses by Special Arrangement** require an application in addition to the information you need to provide on the registration card. Applications are available in the registrar’s office or from your advisor. See your advisor for details.

3. **Internships** require the submission of an Internship Learning Contract to the Harrington Center for Career Development, in addition to the information you provide on your registration card.

**Part Three: Submitting your Registration Card**

1. The **YELLOW** schedule card is to be signed by you and your advisor and submitted to the registrar’s office at any time on the day assigned to your class level. **All students must submit their own registration card.**

2. Your card will be processed according to your registration number (found in the email). Registration numbers are assigned based first on each student’s year, then on the number of credit hours completed toward graduation as of October 12th, using a random assignment to break ties.

3. Your registration number will be reserved for you throughout your assigned day. Students who submit registration cards after their assigned day will be placed at the top of the list for the day they submit their card. If you have a college-approved conflict (i.e. an off-campus internship) which prevents you from submitting your registration card on your assigned day, please see the registrar no later than Nov 3rd to make arrangements.

**Part Four: Receiving your Spring Schedule and Making Changes**

1. In early December students will receive notification by email that their spring schedule is available for review on PowerCampus Self Service. All students should verify their schedule. Since the registrar’s office will attempt to enroll students in different sections of the same course and/or alternate selections as courses become full, your schedule may reflect changes. Please check your schedule for the following:
   1. Be sure the days and times of courses do not overlap.
   2. Check each course and section to be sure it is correct.
   3. Check the total number of credit hours to be sure you are enrolled in all desired courses.

2. If you need to add a course or wish to make changes to your schedule, please meet with your advisor, consult the list of open courses which will be posted on the web site and on the bulletin board outside the registrar’s office, and submit your Add/Drop form to the registrar’s office. **We strongly recommend** that you add courses and resolve any other course issues prior to leaving campus for the holiday break.

3. Signatures required on Add/Drop forms:
   - Until December 17th – Add/Drop forms must have the student signature and the advisor signature.
   - From Jan 18th to 25th – Add/Drop forms must have the student signature, the advisor signature, and the faculty signature.

4. Watch for the posting of the spring semester final exam schedule. It will be released in early December.