

Grad Students Register on Apr. 11!

Set up an appointment with your advisor now!

BEFORE you meet with your advisor, print out:

- Your **Registration Planning Form**—"My Planning Form" tab on your Campus Web account. (If you're registering for both summer and fall, print two forms.) If you're familiar with your requirements, fill out as much of the Planning Form as you can before your advisor meeting.
- Your **program requirements**—check off courses you've completed and have in progress.

To choose appropriate courses:

- Distinguish which courses are must-take, should-take, or could-take courses.
- List as many COULD-take courses as possible**—your first choices may fill before 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 (but before April 11):

- Log on to Campus Web to make sure you have **no holds**.
- Check Campus Web** to see what times courses are available, and which options best fit together. The fall (and summer) course schedule will be available on-line by March 28.
- 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.

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, April 11**.
- After you complete your initial registration, you can log on any time to add or drop courses through Friday, June 24 (and beginning again on Monday, July 11).
- If you have questions about using Campus Web, see the tutorial on the Academic Advising course selection webpage. (Remember that if you're registering for a lecture and a lab, **select the lab first**.)

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 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 (413-748-3530) or the Academic Advising Center (413-748-3379).