

# Web Registration for Fall (and Summer) Begins 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.)
- UPDATE** your **Program Checksheet** with courses completed and in progress (Registrar's downloadable forms webpage).
- IDENTIFY** which **GenEd categories you still need to fulfill**—print out the menu of choices for those categories (Academic Advising webpage or web catalog).
- Put all this material in your **"Keep This Stuff" folder** and **bring it to your advisor meeting!**

## **DURING your meeting with your advisor:**

- Complete your Registration Planning Form**—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.
- Identify how many credits you should take.** You need at least 30 for sophomore status, 60 for junior, 90 for senior. You need at least 120 credits to graduate (your program may require more).

## **AFTER you meet with your advisor (but before your registration date):**

- Log on to Campus Web to make sure you have **no holds**.
- Check what times courses are scheduled**, and which options best fit together. The fall (and summer) course schedule will be available on-line by March 28.
- Check availability** (seats left) as Registration progresses. Be prepared with alternates.

## **Keep in mind:**

- If you're thinking about changing majors, talk to an advisor in the Academic Advising Center **BEFORE** you set up your course selection meeting.
- Many course sections are restricted by major or prerequisite—read the full course description page for each section you choose.
- When searching on Campus Web, check the top right hand corner to make sure you're in the correct term. If not, click "change term."
- If you're registering for a lecture and a lab, add the lab first.
- If you're ready, you can take 500-level graduate courses for undergraduate credit (discuss with your advisor first). To find them on course search, select "Graduate" for division.
- If you have an EDUC Advisor2, meet with your content advisor first, then your EDUC advisor. If you have an OCTH Advisor2, meet with your OCTH advisor first, then your content advisor.

## **You must register in person (at the Registrar's Office) for:**

- 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).
- 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).