

REGISTRATION INSTRUCTIONS

STEP ONE: Meet with your faculty advisor within the two weeks prior to registration.

Your faculty advisor will give you **four documents**.

1. A **Registration Appointment Sheet**, which has your alternate Pin Number ALT_PIN which you will use if you register on the Web and the time after which you may register. It is valid for this registration period only;
2. An **Instruction Sheet** for registering on the Web, which is self-explanatory. You will need your user I.D. (or e-mail name) and password;
3. A **Course Request Form**. You and your advisor should review and sign this form. You keep the white and yellow copies and your advisor keeps the pink copy. **To register at the registrar's office you need the white copy.**
4. A **Biographical Information Sheet**. You will check and correct the information on it and leave it with your advisor who will return it to the Registrar.

If you register for summer, you must fill out a separate course request form.

Make sure that your I.D. number is correct on all forms. Use the proper course registration number, subject, course and section numbers on all forms. Be sure when you are scheduling classes that there are NO TIME CONFLICTS with your other courses.

STEP TWO: Register either on the Web or at the Registrar's office at or after the following times:

- **L3's & L1's: Anytime after 8:00 a.m. Monday, November 5, 2007.**
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- **L2's: Anytime after 8:00 a.m. Tuesday, November 6, 2007.**

You must register between Monday, November 5 & Friday, November 9. After that, registration can only be done at the beginning of the Spring Semester.

Closed Classes: If a class is closed when you register, ask the Dean's Office to put you on a waiting list for that class. As openings occur, preference will be given to those on the waiting list. No waiting lists will be started until the registrar advises us that a course is closed. There will be no over-loading of any class without a yellow overload slip signed by the Instructor and then by the Associate Dean.