Freshman Advising Handbook

Registration Guidelines

First Year students will meet with their Upper Class Advisers and their Faculty advisers during Customs Week to design their schedule. While Upper Class advisers are helpful guides in this process, it is the Faculty adviser who has high school transcripts and other personal information and who must officially approve a student’s Registration.

A plan that includes 2 definite courses and 3 courses to explore during the “shopping period” is a reasonable schedule. Students are responsible to complete work for all the courses they are exploring and this can be problematic if the number of courses in their shopping list exceeds 3.

Buying supplies should be delayed until students are sure of their schedule. Registration should not be submitted until lotteries are completed. Meeting with the students towards the end of the first week of classes or “shopping period”, will be helpful to the student as he/she makes scheduling decisions.

The Registration process requires the student submit an online Registration form (found in the Registrar’s web site) to the faculty adviser. The courses should be those the student and the Faculty adviser discussed at an earlier meeting. The Faculty adviser can accept or reject the course schedule and communicate with the student the decision and next steps to be taken.

The deadline for Registration needs to be met as it makes it possible for the Registrar to develop class lists and create the student’s transcript.

If changes need to be made after the Registration has been submitted, an ADD/DROP form needs to be submitted to the Registrar’s office. The Forms can be found in the Registrar’s web site.