

Fall Term 2012

Registration Instructions

Fall 2012 Registration will open for current students:

Monday, April 30 through Friday, May 4

- To register, first **select FA-12 as the *current term*** (upper left hand corner of the portal window).
- Click **Registration** on your Student Portal. Select **3 courses**. If a course is full you may place yourself on the waitlist and select another course – keep in mind that **waitlisted courses do not count as a course registration!** If you're not sure of your courses now, select **Placeholder courses** (XX-101, XX-102, XX-103) to be registered as full-time.
- **Course descriptions and Degree Requirements** may be accessed by double-clicking on the course title. Course descriptions can also be found by clicking on the Course Offering menu from your Student Portal home page, and clicking on individual course titles.
- Click “My Schedule” to review your registered and waitlisted courses. **BE SURE YOU ARE REGISTERED FOR 3 CREDITS – DO NOT COUNT WAITLISTED COURSES.....!!**
- Print **Instructor Permission Form** for courses requiring signatures (see link, Student Portal) and return to the Registrar’s Office before the Friday registration deadline at 4:00pm.
- **Final Projects, Residencies and Internships:** use **Instructor Permission Form**. Barbara Carter will sign for Final Projects and Residencies (proposals should be submitted but do not need final approval), Jill Barlow-Kelley will sign for Internships. Return to the Registrar’s Office before the Friday registration deadline at 4:00pm.
- **Choosing Pass/Fail as a grading option:** this is done during Add/Drop period with Add/Drop form
- **Audits and 4th credits:** also done during Add/Drop period with Add/Drop form
- **Leave of Absence:** *You must complete and submit a **LEAVE OF ABSENCE FORM** if you will not be enrolled next term (see link on Student Portal). If you do not enter Registration or submit a Leave of Absence Form to the Registrar’s Office, you will be WITHDRAWN. It is your responsibility to communicate your plans and your whereabouts and to return required documents on time!*

**YOU MUST COMPLETE THE REGISTRATION PROCESS and
TURN IN ANY INSTRUCTOR PERMISSION FORMS (if
necessary) BEFORE 4:00 PM ON Friday, May 4**