

Fall 2019 Registration

Student: _____
Advisor: _____
Reg Code: _____ **Earned Hrs:** _____
Major: _____

Students must meet with their advisor to obtain course approval and required registration code before registering online. **This form must be completed before registration.**

Mar. 18-20	Seniors – with 87+ earned hours
Mar. 20-22	Juniors – with 57+ earned hours
Mar. 27-29	Sophomores – with 24+ earned hours
Apr. 1-3	Freshmen – less than 24 earned hours

April 1st – Freshmen will be in the Yentes Center from 9:00AM to 3:00PM.

Scan for [Student Information Services](#)

If you have an **iPhone**, use your camera app to scan the QR Code.
 If you have **Android**, you will need to download a QR Code Reader.
 (Snapchat does read QR Codes)



Please read carefully:

Steps for online registration:

1. Go online to [Student Information Services](#) to view your transcript. Check to make sure your major is correct. Also, check the number of **earned** hours to determine when your class registers.
2. Get a planning sheet for your program. With your transcript, mark off the courses you have already taken to determine the courses you still need.
3. Looking at the course schedule, find the section number of the courses you would like to register for and fill in the table below. Please remember that some courses have pre-requisites.
4. Write alternative courses on the second table in case a course is full when you get to registration.
5. Meet with your advisor who will approve your courses and give you a registration code.
6. You will use your Student ID/SSN and PIN to sign into [Student Information Services](#). You will choose Registration and use your registration code to enter your courses.
7. This form must be submitted back to your advisor.

Course No.	Course Title	Days	Times	List Pre-Requisites

Alternative Course Selections

Course No.	Course Title	Days	Times	List Pre-Requisites

Notes:

- Planning sheets for each major can be located in the Academic Planning Office or in the University Catalog online.
- Access to online registration is only available during your registration period; if you miss your registration period, you will have to pay a **\$25 late registration fee**.
- You may take your sport (PHE) course up to 3 times.
- If you are planning on repeating a course you have previously taken, you must complete a Course Repeat Form prior to registering for course.
- If you would like to change your major, you will need to complete a Change of Status Form. – If international, you will also need to complete a form to have your I20 updated to a new major. Please complete these forms before the day of registration.