

Spring Term 2012 Registration Guidelines

REGISTRATION WEEK IS NOVEMBER 14-17.

ADVISING PERIOD BEGINS OCTOBER 31ST.

ALL STUDENTS MUST MEET WITH THEIR ACADEMIC ADVISOR PRIOR TO REGISTERING FOR CLASSES.

Students will register online (with the exception of independent study projects) during the following days and time:

- Seniors (27+ credits) – Monday, November 14
- Juniors (18-26.99 credits) – Tuesday, November 15
- Sophomores (9-17.99 credits) – Wednesday, November 16
- Freshmen (less 9 credits) – Thursday, November 17

Class level is based upon completed credits **AT THE TIME OF REGISTRATION**.
Course credits for the Fall 2011 term **are not** included in completed credits.

On each of the above dates, registration will be open according to the first letter of your **LAST NAME**.

- G registration time starts at 6:00 a.m.
- H registration time starts at 6:15 a.m.
- D registration time starts at 6:30 a.m.
- E registration time starts at 6:45 a.m.
- F registration time starts at 7:00 a.m.
- N registration time starts at 7:15 a.m.
- O registration time starts at 7:30 a.m.
- P registration time starts at 7:45 a.m.
- Q-R registration time starts at 1:00 p.m.
- A registration time starts at 1:15 p.m.
- B registration time starts at 1:30 p.m.
- C registration time starts at 1:45 p.m.
- S registration time starts at 3:00 p.m.
- T-U registration time starts at 3:15 p.m.
- V-Z registration time starts at 3:30 p.m.
- I registration time starts at 3:45 p.m.
- J registration time starts at 4:00 p.m.
- K registration time starts at 4:15 p.m.
- L registration time starts at 4:30 p.m.
- M registration time starts at 4:45 p.m.

If you are registering for a class that requires the instructor's signature or if the instructor's signature is needed to exempt you from a prerequisite for the course, you must bring a signed, "Instructor's Permission Form", to the Registrar's Office prior to your registration day and time in order to register online.

The deadline for completed independent study requests is Wednesday, February 15, 2012.

Priority registration groups will be notified of their registration time by e-mail on Tuesday, November 1st.

The Registrar's Office will be open from 7:00 a.m. to 5:00 p.m., November 14-17.

If you have any questions, please contact the Registrar's Office at (925) 631-4214.