Fall Term 2012 Registration Guidelines

REGISTRATION WEEK IS APRIL 30TH – MAY 3RD.

ADVISING PERIOD BEGINS APRIL 16TH.

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, April 30
- Juniors (18-26.99 credits) – Tuesday, May 1
- Sophomores (9-17.99 credits) – Wednesday, May 2
- Freshmen (less than 9 credits) – Thursday, May 3

Class level is based upon completed credits AT THE TIME OF REGISTRATION. Course credits for the Spring 2012 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.

- I registration time starts at 6:00 a.m.
- J registration time starts at 6:15 a.m.
- K registration time starts at 6:30 a.m.
- L registration time starts at 6:45 a.m.
- M registration time starts at 7:00 a.m.
- G registration time starts at 7:15 a.m.
- H registration time starts at 7:30 a.m.
- D registration time starts at 7:45 a.m.
- E registration time starts at 1:00 p.m.
- F registration time starts at 1:15 p.m.
- N registration time starts at 1:30 p.m.
- O registration time starts at 1:45 p.m.
- P registration time starts at 3:00 p.m.
- Q-R registration time starts at 3:15 p.m.
- A registration time starts at 3:30 p.m.
- B registration time starts at 3:45 p.m.
- C registration time starts at 4:00 p.m.
- S registration time starts at 4:15 p.m.
- T-U registration time starts at 4:30 p.m.
- V-Z 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, September 5, 2012.

Priority registration groups will be notified of their registration time by e-mail on Monday, April 16th.

The Registrar’s Office will be open from 7:00 a.m. to 5:00 p.m., April 30 – May 3.

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