JAN TERM 2017 TRAVEL REGISTRATION PROCESS

A step-by-step guide… please read both sides carefully:

REGISTRATION IS 9/22, ONLINE BY CLASS:
Seniors, 6-8am; Juniors, 1-3pm;
Sophomores, 4-6pm; Freshmen, 6pm-8pm).
(Freshmen are eligible for domestic US courses only.)

TO BE ELIGIBLE TO ENROLL,
YOU MUST DO THREE THINGS:

1) YOU MUST OBTAIN PERMISSION OF INSTRUCTOR.
The best way to do this is to attend a course’s informational meeting. (Info meeting dates/times/locations are on the Jan Term site). If you have a conflict, write to the instructor to set up an alternate meeting.

2) YOU MUST SUBMIT AN INSTRUCTOR-SIGNED COURSE PERMISSION FORM TO THE REGISTRAR in order to register for that instructor’s course. (Note: instructors may have alternate ways of granting approval, which they’ll explain at their informational meetings.)

3) YOU MUST MAKE A 50% DEPOSIT OF THE COURSE FEE TO THE BUSINESS OFFICE no later than Monday, 9/19, by 4pm.

PLEASE CONTINUE ON OTHER SIDE…
QUESTIONS?: visit us in Br. Jerome West suite 140 / x4245 / janterm@stmarys-ca.edu
REGISTRATION TIMES STAGGERED BY CLASS STANDING:
- **Seniors**: Thursday 9/22, 6-8am
- **Juniors**: Thursday 9/22, 1-3pm
- **Sophomores**: Thursday 9/22, 4-6pm
- **Freshmen**: Thursday 9/22, 6-8pm

HOW TO REGISTER: A STEP-BY-STEP GUIDE
- Attend info meeting for course(s) of your choice.
- At info meeting, submit Course Permission Form to instructor.
- Submit your signed Instructor Permission Form to the Registrar’s Office by 9/19.
- Pay 50% deposit of course to Business Office by 4pm on 9/19.
- Register online on your assigned day and time.

PRE-REGISTRATION INFORMATIONAL MEETINGS
Attendance at a course’s info meeting is a prerequisite for enrollment in that course.
- If you absolutely cannot make any of a course’s info meetings, contact the instructor.
- Info meeting times and locations are listed online at the Jan Term site under “Jan Term 2016 Travel Courses – General Info”.
  - Info meetings will be held 9/1 – 9/18 (contact instructors if you have schedule conflicts).
  - To assist those students applying for a Travel Scholarship, at least two info meetings for each course will be held before the scholarship deadline of 9/12.

TRAVEL SCHOLARSHIPS
The Travel Scholarship deadline is **9/12 by midnight**; applicants will be informed of their status no later than 9/16.
- The Travel Scholarship application form is available on the Jan Term website under “2017 Travel Courses – Student Resources.”
  - All scholarship recipients must pay a deposit of 1/8th of the course fee (50% of 25%).

DEPOSITS
50% of a given course’s fee must be paid to the Business Office by 4pm on 9/19 in order to register in that course.
- You may make this payment either in person or via Gaelxpress.
- **If you make a payment via GaelXpress you must immediately contact the Business Office and tell them what the payment is for so that the payment is credited to the correct Travel account.**
  - If you wish to be able to register for another Travel course in case your first choice is full, you must pay the 50% deposit on the most expensive course that you are interested in, in addition to gathering Instructor Permissions for those courses. If you get into a course with a lesser deposit due than the one you paid, the excess will be credited to your final payment.
  - If you are applying for a scholarship, you should wait to pay your deposit until you know your applicant status (in other words, pay after 9/16).

STUDENT ACCOUNT BALANCE
Your student account must have a zero balance in order to register.

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