Spring Term 2015 Registration Guidelines

REGISTRATION WEEK IS NOVEMBER 10-13

ADVISING PERIOD BEGINS OCTOBER 27th.

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 10
- Juniors (18-26.99 credits) – Tuesday, November 11
- Sophomores (9-17.99 credits) – Wednesday, November 12
- Freshmen (less 9 credits) – Thursday, November 13

Class level is based upon completed credits AT THE TIME OF REGISTRATION. Course credits for the Fall 2014 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.

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

IMPORTANT INFORMATION IS LISTED ON PAGE 2
COURSE PERMISSION PROCESS
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 Tuesday, February 17, 2015.

Priority registration groups will be notified of their registration time by e-mail on Friday, October 31.

The Registrar’s Office will be open from 8:00 a.m. to 5:00 p.m., November 10-13.

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