

# Spring Term 2018

## Registration Instructions

Registration will open for current students:  
Sunday, Feb 11 through Friday, Feb 16

**First step: Make sure your pop-up blocker is turned off. If not, when you try to go into Registration it will say "Registration Cancelled"**

**Next: select SP-18 as the *current term* (upper left hand corner of the portal window).**

- Click **Registration** on your Student Portal. Select **3 courses**. If a course is full you may place yourself on the waitlist and select another course – keep in mind that **waitlisted courses do not count as a course registration!** If you're not sure of your courses now, select **Placeholder courses (XX-101, XX-102, XX-103)** to be registered as full-time.
- **Course descriptions and Degree Requirements** may be accessed by double-clicking on the course title. Course descriptions can also be found by clicking on the Course Offering menu from your Student Portal home page, and clicking on individual course titles.
- Click **"My Schedule"** to review your registered and waitlisted courses. **BE SURE YOU ARE REGISTERED FOR 3 CREDITS – DO NOT COUNT WAITLISTED COURSES....!!**
- Print **Instructor Permission Form** for courses requiring signatures (see link, Student Portal) and return to the Registrar's Office before the Friday registration deadline at 4:00pm.
- **Final Projects, Residencies and Internships:** use **Instructor Permission Form**. Barbara Carter will sign for Final Projects and Residencies (proposals should be submitted but do not need final approval), Jill Barlow-Kelley will sign for Internships. Return to the Registrar's Office before the Friday registration deadline at 4:00pm.
- **Choosing Pass/Fail as a grading option:** this is done during Add/Drop period with Add/Drop form
- **Audits and 4<sup>th</sup> credits:** also done during Add/Drop period with Add/Drop form
- **Leave of Absence:** *You must complete and submit a **LEAVE OF ABSENCE FORM** if you will not be enrolled next term (see link on Student Portal). If you do not enter Registration or submit a Leave of Absence Form to the Registrar's Office, you will be WITHDRAWN. It is your responsibility to communicate your plans and your whereabouts and to return required documents on time!*

**YOU MUST COMPLETE THE REGISTRATION PROCESS and TURN IN ANY INSTRUCTOR PERMISSION FORMS (if necessary) BEFORE 4:00 PM FRIDAY**