FALL 2008 REGISTRATION SCHEDULE FOR SPRING 2009

May Term Travel Course Registration

Applications for May Term Travel Courses, both International and Domestic, will be accepted beginning on September 23nd. Students must submit applications for International Travel Courses to the Office of International Education (OIE), whereas all applications for Domestic Travel Courses need to come directly to the Registrar's Office. Application forms, 2009 international travel course descriptions, and policies related to int'l travel courses can all be found on the study abroad website (http://www.simpson.edu/studyabroad/mayterm/index.html). Students who apply for travel courses by the priority deadline of September 23 will be notified by September 30 as to whether or not they were accepted into them. If they are accepted, the Office of International Education will work with the Registrar's Office to enroll them into their chosen travel course and the related spring semester preparatory course.

On-Campus May Term 2009 courses will be registered for in the spring at the same time students register for fall courses.

ADVISING PROCEDURE

Seniors may be advised at any time prior to their week of registration, because they will register themselves online during their week of registration. All other students are to go to their advisor the week before advising begins to set up an appointment for the next week. Advisors will work with Juniors, Sophomores and Freshmen to set up a schedule and then register them online. Registration will be OPEN to all students beginning November 17.

WARNING: STUDENTS WHO STILL OWE A BILL AT THE BUSINESS OFFICE WILL NOT BE REGISTERED.

SENIOR ON-LINE REGISTRATION SEPTEMBER 29 – OCTOBER 3

Seniors will meet with their faculty any time prior to this week of registration. The faculty advisor will approve the student at that time and inform the student when their time to register is, then the student will register themselves online. A student's registration time only indicates the START time, the student may register at any time after that start time during the week to register themselves. If a student has a Business Office Hold, they will know that by checking the "Approval and Holds" screen in their StormFront account.

MID-TERM OCTOBER 13 MID-TERM GRADES ARE DUE OCTOBER 15

FALL BREAK OCTOBER 16-17

JUNIOR ADVISING WEEK

Monday, October 20 through Friday, October 24

Juniors will meet with their faculty advisor during this week. The faculty advisor will register the student online at the time of their advising meeting. It is first-come-first-served within each class. Juniors who do not get registered in the allotted time may be registered by their advisor during the Open Registration period listed below.

SOPHOMORE ADVISING WEEK

Monday, October 27 through Friday, October 31

Sophomores will meet with their faculty advisor during this week. The faculty advisor will register the student online at the time of their advising meeting. It is first-come-first-served within each class. Sophomores who do not get registered in the allotted time may be registered by their advisor during the Open Registration period listed below.

FIRST-YEAR ADVISING WEEK

Monday, November10 through Friday, November 14

First-Year students will meet with their faculty advisor during this week. The faculty advisor will register the student online at the time of their advising meeting. It is first-come-first-served within each class. First-Year students who do not get registered in the allotted time may be registered by their advisor during the Open Registration period listed below.

REGISTRATION OPEN FOR EVERYONE FROM NOVEMBER 17 THROUGH NOVEMBER 25 AND ADD/DROP PERIOD FOR SPRING 09 CLASSES

THANKSGIVING BREAK NOVEMBER 26-28

STUDENT'S CLASS IS DETERMINED BY THE FOLLOWING COMPLETED CREDITS:
SENIORS……91 + CREDITS COMPLETED
JUNIORS…… 61 – 90.9 CREDITS COMPLETED
SOPHOMORES……29 – 60.9 CREDITS COMPLETED
FIRST-YEAR…..1 – 28.9 CREDITS COMPLETED

1. A flyer detailing May 2009 International Study Trips will be published in early September 2008, and a Study Abroad Fair highlighting the May Term International Travel Course offerings will be held on Tuesday, September 16, 2008.

2. Advisors please post appointment sheets on office door several days prior to regular fall registration:

For Seniors: any time from the beginning of classes in the fall to September 26.
by October 12 for juniors
by October 23 for sophomores
by November 6 for first-year students.

Advisors can obtain appointment sheets from building secretaries.

3. Students prepare for advising appointment by simply printing off their degree audit and reviewing what courses they have left to complete, then compile a list of possible classes that you need that semester THEN go to your advisor. A student should take an average 14.5 credit hours per semester.

4. Students meet with advisors to plan initial proposed schedule and MANY alternates. Use the most current information about open classes. Students should take care of any bills at the Business Office, because if you owe a bill, you will not be able to register. **A Student cannot be registered until the student's financial obligations are met.**

5. Please note, that because we are using completed credits to determine order of registration, some first-year students may actually qualify at this point to be Sophomores. You may also find that some students who think they are Juniors may actually not have enough completed credits yet to qualify.

6. Because faculty advisors will be registering students online, and because we will be registering students first-come-fist-served within each class, it is important that the student initiate setting up an appointment with their advisor. See opposite side for your registration week.

7. If a student does not get registered in their allotted time, they may be registered by their advisor during OPEN registration week.

8. Before the start of the spring semester the student needs to go to StormFront and print off a copy of their spring schedule. If the student cannot print a copy of their schedule from StormFront they may contact the Registrar's Office and we will print them a schedule. Please report to the Information Services Office if you have difficulty printing off your schedule from StormFront.

9. If a student wishes to register for an internship, an independent study, or a directed study, we will NOT register them into that class UNTIL we receive the forms in our office. Go to this website to print off the internship form: http://www.simpson.edu/registrar/forms.html

10. If the student is not full-time after registration, it will be up to the student and his/her advisor to resolve the problem. Keep in mind that if you are not full-time it may affect your family health insurance and your financial aid.