

FOR ALL FULL-TIME STUDENTS
Spring 2008 Advising and Registration for Fall 2008 Courses

Monday, February 18

All fall 08 courses will be on the Simpson Web-site.

Course Schedule On-Line Address: <http://www.simpson.edu/academics/schedules/fallsched.html>

Paper copies of the schedule book will be available to all faculty advisors and building secretaries. Students are urged to check the web page at the web address listed above. NO GREENBAR SHEETS WILL BE SENT OUT TO FACULTY ADVISORS.

ADVISING FOR MAY TERM WILL BEGIN THE WEEK OF FEBRUARY 18. YOU MAY ADVISE ANY AND ALL ADVISEES DURING THIS WEEK. SENIORS WILL BE ABLE TO REGISTER FIRST FOR MAY TERM FOLLOWED BY THE OTHER CLASSES IN ORDER OF DESCENDING NUMBER OF COMPLETED CREDITS. REGISTRATION WILL BEGIN THE WEEK OF FEBRUARY 25TH.

ONLINE REGISTRATION PROCEDURES

The class the student is in will be determined by the total number of credits completed.

JUNIORS.....61.01 credits or more

SOPHOMORES.....29.01 to 61.00

FIRST-YEAR.....1.00 to 29.00

DATES FOR ADVISING/REGISTERING ADVISEES

You may begin registering your *Junior Advisees Monday, March 3*. You will have until **March 7** to register Juniors. (Only Juniors will be allowed to be registered at this time. The system will recognize who the Juniors are, so Sophomores or First-Year students cannot be registered. If Sophomores or First-Years must be registered at this time they must be registered by the Registrar's Office. After the Junior advising/registration period is over, March 9, the system will not allow you to register a Junior. This same procedure will follow with each class.)

You may begin registering your *Sophomore Advisees Monday, March 17*. You will have until **March 24** to register Sophomores.

You may begin registering *First-Year Students Tuesday, March 25*. You will have until **March 31st** to complete registration of First-Year students.

Beginning April 1st, all students will be allowed to be registered for follow-up registration, if there needs to be any follow-up.

BUSINESS OFFICE HOLDS

If a student has a Business Office Hold you will not be able to register the student online. The Registrar's Office will send a listing of all of your advisees who have Business Office Holds by February 18 so that you have time to alert students that they need to handle that Business Office Hold in the Business Office, through Sherri Aldridge(ext. 1509).

PRE-REQUISITES

You should be able to register a student into a class that requires a pre-requisite if the student is currently taking the pre-requisite. If the student does not have the pre-requisite, you will need to contact the Registrar's Office.

FULL COURSES AND CROSS-LISTED COURSES

If you discover that a course which appears to be open but is actually closed, it may be a cross-listed course. Please check my web site where I update the enrollments of all courses daily during registration. It will tell you more accurately whether a cross-listed course is full or not.

If a student needs a particular course to graduate (meaning, this is the ONLY course for a major or minor that will allow the student to graduate, and the student is a graduating senior) that class is full the procedure is for the student to take a drop/add slip to the faculty member teaching the full class and have the instructor sign the student in. Then the student brings that form properly filled out to the Registrar's Office registration of the student into the otherwise full class.

March 8 - 16	Spring Break, no classes.
Monday, March 24	Easter Holiday
April 21 - 24	Final Exams

Advising and Registration Guidelines

1. A limited number of schedule books will be printed. Updated schedule books will be printed just before each advising period begins.
2. Advisors please post appointment sheets on office door several days prior to regular fall registration:
 - by February 25 for Juniors
 - by March 3 for Sophomores
 - by March 17 for First-year

Advisors can obtain appointment sheets from building secretaries.

3. Students should prepare for advising appointments by:
 - a. Printing a copy of the degree audit and consulting it for needed classes.
 - b. Becoming familiar with course descriptions, Cornerstone designations, and prerequisites for needed courses.
 - c. Compiling a proposed schedule as well as at least two to four alternatives to the first choice schedule preferences. Alternatives are particularly important for Sophomores and First-Year students.
 - d. Students should average 14.5 credits each semester.
4. Faculty Advisors will be registering students “first-come-first-served” within each class.
5. The faculty advisor should print off a copy of the student’s schedule for the student and one for the advisor’s file while the student is there.
6. Before the start of the fall semester the student needs to go to StormFront and print off a copy of the fall schedule. If students cannot print a copy of their schedule from StormFront they may contact the Registrar’s Office and we will print a schedule. Please report to the Information Services Office if you have difficulty printing off your schedule from StormFront.
7. Registration for Internships, Directed Studies or Independent Studies are to still be done the old-fashioned way! Please have students fill out the proper forms, obtain needed signatures and turn the completed forms in at the Registrar’s Office. They will not be registered into an Internship, Directed Study or Independent Study until we have the forms. Faculty will not be able to register students into any of these options.

Keep in mind that if a student is not full-time it may affect his/her family health insurance and financial aid.