

Spring 2023 Registration Reminders

NOTES TO ADVISORS

It is very important that you contact your advisees and arrange an appointment with them so that they may complete their schedule prior to the dates listed on the REGISTRATION SCHEDULE.

IF A STUDENT'S ACCOUNT REMAINS UNPAID, COMPLETION OF THE REGISTRATION PROCESS IS SUBJECT TO REVIEW BY THE STUDENT ACCOUNTS.

REGISTRATION SCHEDULE

<u>Date</u>	<u>Class Registers Online</u>
Wednesday, November 9 – Thursday, November 10	Class of 2023
Friday, November 11 – Monday, November 14	Class of 2024
Tuesday, November 15 – Thursday, November 17	Class of 2025
Friday, November 18 – Monday, November 21	Class of 2026

- **Core requirement designations** are at the end of each course description in the current [College Catalog](#).

There will also be a PDF with the **DN-GN-H-O-LINQ-CCAP classes** for next semester in the [Course Information Section](#) of the Registrar's page of the Ursinus website.

- Each course's final capacity is listed on the pdf version of the class schedule in the [Course Information Section](#) of the Registrar's page of the Ursinus website. Some instructors reserve seats for specific groups – majors, underclassmen, etc. – so not all seats may be available to registering students.
- **Courses with limited spaces for each class**
Note that there are spaces saved for each class that registers in the studio art courses, 100-200 level HIST courses, ANTH-100, ENV-100, ENV-266, ENV-350 and SOC-100.

Freshmen, sophomores, and juniors that are interested in these courses will still have a chance to be enrolled when it is time for their class to register, even if the course has been closed by the upperclassmen.

FS-101 saves spaces for freshmen and sophomores (2025 and 2026).
HIST-102-A saves spaces for freshmen and sophomores (2025 and 2026).

- **No “advisor registration restriction” has been placed on the students’ records for the Spring 2023 registration.**
- Advisees' schedules may be viewed by advisors in [Self-Service](#). ([Self-Service for Faculty/Advising](#)) Please remember that as an advisor, you should “bug” your advisees until they register.

Notes for Online Registration
Class of 2023 - 2026

- ONLINE Registration for the Class of 2023 will begin November 9th.
ONLINE Registration for the Class of 2024 will begin November 11th.
ONLINE Registration for the Class of 2025 will begin November 15th.
ONLINE Registration for the Class of 2026 will begin November 18th.
- Prior to the registration period, students should confer with their advisor.
- You and the student can plan the student’s fall schedule in [Self-Service](#). ([Self-Service for Faculty/Advising](#)) You will be able to archive your plan to a PDF when you are done to keep a record of what you discussed in Self-Service. (Note: Examples may use Spring 2016 - remember to substitute Spring 2023 for the upcoming registration.)]
- Important guidelines to remember when advising students:
 1. **Credit Overloads**
An email from the advisor recommending an overload, must be sent to registrarforms@ursinus.edu for students registering for more than 18 credits. Students will not be able to register for an overload online. Students will have to be registered for their last course(s) by the staff in the Registrar’s Office after they register on line for up to 18 credits.
 2. Students who need to register for a course that **requires “Instructor or Dept. Permission”** or need to notify the Registrar’s Office of a **research advisor** must register for those particular classes by having the instructor, department chair, or research advisor send **permission to enroll by email to registrarforms@ursinus.edu** .They can register for their other classes online. NOTE that putting one of these classes on the plan DOES NOT mean that they are automatically registered!
 3. **Advisors should discuss alternative courses with their advisees.** Students are seeing their registration in “real time” so they will know immediately if they are able to get into a course or if they will

need to waitlist for the course. In your advisee meeting discuss a “game plan” in the event that a course may be closed.

4. **Students should not waitlist for a multi-section course.** If the class or lab section they want is full, they should choose a different section to enroll in.
5. See the tip listed below. (Students will be reminded also.)

Before registration opens for your class year (a few days before):

- ✓ Login to Self-Service and verify that you have no restrictions to prevent you from registering