

STEPS IN SPRING 2012 WEB PRE-REGISTRATION

WEB REGISTRATION CALENDAR	
Oct. 5	Registration time windows and starting times are assigned. These may be viewed using the Student Registration Eligibility option in Web Advisor.
Oct. 19-24	Registration window for students who had completed 90 semester hours by Oct 6. Start times on first day staggered from 8 AM to 4 PM in all windows.
Oct. 21-26	Registration window for spring semester athletes.
Oct. 25-30	Registration window for students with 60-89 completed hours.
Oct. 27 – Nov. 1	Registration window for students with 30-59 completed hours.
Oct. 31-Nov. 3	Registration window for students with 0-29 completed hours.
Nov. 5- Jan. 8	Web Adds and Drops prior to Start of Classes. Add cards used for special approvals, overrides.
Jan. 11	Last day for web adds. Add cards with instructor signature accepted thru Jan. 23
Jan. 23	Last day for web drops. Drop cards with advisor and instructor signature accepted through March 26.

BEFORE YOUR REGISTRATION WINDOW	
1.	Become familiar with WA=Web Advisor. You'll need your SU e-mail password. See instructions on Registrar's web page. Web Advisor is entered via the SU portal, at my.southwestern.edu .
2.	Use WA to check your time window and any financial or administrative holds which would block your registration.
3.	Set up an appointment with your advisor well in advance of your time window. WA advisor signoff is required.
4.	Begin using SU Search for Sections to select preferred courses. They'll be there when your registration time arrives, and can improve your advising session.
5.	Pay close attention to prerequisites. You may be dropped if lacking them.

OVERLOADS ARE NOT PERMITTED DURING PRE-REGISTRATION. Students eligible for overload according to p.29 of the SU Catalog may use add cards after pre-registration is over for credits in excess of 19. These hours also carry an extra tuition charge unless due to Paideia.

PART-TIME: Less than 12 credit results in part-time status, which requires approval for those not graduating. Full-time enrollment is generally required for financial aid, athletic participation, and eligibility for parental insurance coverage.

PASS/FAIL: The Pass/D/F option is available, up to 12 hours maximum, to students with at least 60 hours, for those graduating under catalogs prior to 2010-2011. Moves to 16 maximum for those under that catalog. P/D/F will not count for major, minor, or general education requirements.

WEB ADVISOR REGISTRATION DURING YOUR TIME WINDOW	
1.	Use WA to check Student Registration Eligibility. Be sure your advisor has cleared you. Be sure you have no registration holds for financial balance due, need to declare a major, or any other SU requirement. Double-check your allowed start time (which applies only on your first day). After that, you may start at 7 AM. You may continue each day until 1:30 AM, except for the last day of the window, which ends at midnight.
2.	Exploratory searches should always use SU Search for Sections. This SU-specific option displays important comments, including POK and distribution requirements satisfied. It also allows searches by those area requirements, and for classes appropriate for first year students.
3.	Within the WA Registration for Sections Option, use "Search and register for sections" or "Express registration" to find and select courses for your preferred list. NOTE THAT YOU MAY DO THIS PRIOR TO ADVISING, CLEARING HOLDS, OR START OF YOUR REGISTRATION WINDOW. You may use this as often as you like – results are saved from your previous visits. Be sure to save your selections each time.

4.	Watch for sections which require use of an add card. These include many internship sections, all independent study sections, and a few sections requiring advanced approval by the instructor. SU Search for Sections identifies the latter, while independent study and internship sections are generally not initially listed in the Course Schedule..
5.	Watch in advance for seat availability in SU Search for Sections and in counts displayed on your WA Preferred Sections list.
6.	You may remove unwanted sections from your preferred list using the RM=REMOVE option. Do not mix this operation with different (RG) actions for other sections! Submit those separately.
7.	<u>Mac Users may have problems if using Safari. We recommend Mozilla Firefox. Some Safari users receive a message about no student activity when clicking a registration option. Should that occur, look for a logon icon in the toolbar just below the message display, and click that to get back on track.</u>
8.	<u>ONCE YOUR TIME WINDOW BEGINS</u> , use the “Register for previously selected sections” option and mark each desired section with RG = register. Click the submit button. Note that if multiple RG requests are submitted together, and if ANY of them fail, then ALL FAIL. You should then remove the RG request from those with conflicts and re-SUBMIT. You might consider submitting RG requests individually.
9.	Check for error messages at the top of the screen, and also on the left side of each course with the RG actions specified. A successful add or registration will also add the course to your schedule (on the lower section of the screen). See the list of error messages in the Web Registration Tips document on the Registrar’s web site.
10.	If your RG request is denied because the section is full, you may elect to resubmit with a WL=waitlist action. This will add your name to a waitlist for that section. This class will then appear at the very bottom of your screen in a waitlist section. You may use the WA “Manage My Waitlist” option to remove sections, or to review the status. If the instructor or department chair notifies you that you may enroll in the waitlisted section, you must obtain his/her signature on an add card and bring it to the Office of the Registrar. You may also delete a waitlisted section from your list. Note that instructors and departments will work the waitlists for several weeks after the end of the last registration window, and the waitlists will then be deleted. Students have responsibility for making their cases for waitlist adds to the instructor or department chair.
11.	Go back into Web Advisor and view your actual schedule to confirm that all courses are there (and no longer on the preferred list).

AFTER PRE-REGISTRATION

REMEMBER: even if you do not initially obtain your desired schedule, you may add courses until January 23. Check the web starting November 5, look for classes with space, and use Web Advisor to add. If the class is marked Signature-Required, or if you need to register for a seat in a full class, obtain instructor or department chair approval on an add card. Bring it to the Office of the Registrar. Ask your advisor for help. Don't give up!

**** Instructor signatures are not required (until January 12) for adds in sections not listed as Signature-Required (check the web) as long as room remains. Web Advisor may be used for adds through January 11; for drops through January 23.**

STUDENTS ARE RESPONSIBLE FOR KNOWING THEIR DEGREE REQUIREMENTS!

Degree requirements are listed in the Southwestern University Catalog. Students generally use the Catalog in effect when they enter SU, but they may also use any later catalog in effect while they are enrolled. Current catalogs are presented to all new students upon their arrival at SU. Catalogs are available at www.southwestern.edu/academics/registrar/.

All students should pay special attention to the **General Education** requirements, which are common to all degree plans. Review their description in the catalog. These courses are also flagged in SU Search for Sections.