



TRANSFER STUDENT REGISTRATION WORKBOOK

Please read all directions at the top of each section of this workbook, and submit your fall course preference list using the Transfer Student Registration Worksheet on WebAdvisor by June 22.

This workbook contains a great deal of information designed to help you build your fall schedule. You will submit your course preferences via the Transfer Student Registration Worksheet, found on WebAdvisor. We will use that information to create a class schedule for you. You will be able to access your schedule and academic advisor assignment via WebAdvisor about July 6. When you arrive for Transfer Student Orientation, you will be meeting with your advisor and can discuss any changes to your schedule at that time.

Please download, complete and return the Academic Advising Questionnaire by June 22 as well. The form is found at <http://www.southwestern.edu/offices/success/>. You may attach it to an email to acasrv@southwestern.edu or mail it to:

***Center for Academic Success
P.O. Box 770
Georgetown, TX 78627-0770***

MISSION

The Center for Academic Success reflects Southwestern University's commitment to providing personal attention to each of our students. We offer student advocacy, resources and enrichment opportunities to empower students to achieve academic success.

GENERAL REGISTRATION INFORMATION

How will I get a schedule of courses?

After you complete the Transfer Student Registration Worksheet in WebAdvisor using the information in this workbook, a group of staff and faculty advisors will be able to build a schedule for you that takes into account your preferences, your academic background, your intended major, and course availability. Every effort will be made to register you for your preferred courses, but if those courses are full, you will be registered for other courses that will allow you to progress in your degree requirements. Please complete your registration worksheet by **June 22**.

How many hours should I take my first semester?

Most students take between 14 and 17 credit hours their first semester here. This equates to between five and six courses total. Your Advanced-Entry Seminar course is two credit hours; first-level language courses are four hours; and most science and math courses are four hours. Twelve credit hours is the minimum to be considered full-time.

How do I read course numbers?

In the case of HIS16-013-01, World Civilization to 1500:

- HIS16** denotes the Department of History and their department code, 16.
01 denotes the level of the course
- 01 designates lower-level (any course with 0 or 1 in the 1st position of the three-digit course number)
 - 20 designates upper-level (any course with 2 or higher in the 1st position of the three-digit course number).
- 3** denotes the credit hours the course is worth (3 credit hours)
01 denotes the section number.

What is the General Education curriculum?

The curriculum at Southwestern consists of three areas: Area One specifies courses common to all programs of study; Area Two consists of courses from each of the Divisions of the Brown College of Arts and Sciences and the Sarofim School of Fine Arts; and Area Three describes the requirements for the major (see examples below). Pages 8-9 of this workbook contain specific course options.

AREA ONE

- A. First-Year Seminar or Advanced-Entry Seminar (Transfer Students)
- B. College Writing (one course)
- C. Mathematics (one course)
- D. Language (up to four semesters)
- E. Fitness and Recreational Activity (two courses)
- F. Intercultural Perspectives (one course)
- G. Religion (one course)

AREA TWO

- A. Humanities Division Requirement (2 courses/6 hours)
- B. Social Sciences Division Requirement (2 courses/6 hours from two different departments/programs)
- C. Natural Sciences Division Requirement (2 courses/6 hours from two different departments – one course must have experimental lab)
- D. Fine Arts Division Requirement (2 courses/6 hours – one lecture course and one performance/production course)

AREA THREE

- A. The Major
- B. The Minor
- C. Continued Writing Experience
- D. Capstone Experience

What is College Writing?

All students need to take or receive credit for an introductory writing course at SU. The course we offer is College Writing. Those students who have earned a 4 or 5 on an AP English exam, or who have earned college-level credit for a similar course, (for example, ENGL1301 from a Texas Community College), have met this requirement. If your student ID number ends in an **odd** digit, you will be placed in College Writing in the **Fall**; an **even** digit, in the **Spring**.

How do I satisfy the language requirement?

All students must demonstrate a fourth-semester proficiency in a language other than English to graduate. You will take the Language Placement Exam on-line this summer; the results are used to place students appropriately in the language sequence. If you cannot take the exam before your arrival in August, you will have an opportunity to do so during Transfer Student Orientation. The results will be forwarded to your academic advisor so that you may make necessary changes to your schedule. Southwestern University offers Chinese, French, German, Greek, Latin and Spanish. Many students choose to continue the language they began studying in high school or college, but you are also free to try a new language.

Is there a math requirement at Southwestern University?

Yes; this requirement can be satisfied in one of the following ways (see the course listings in this workbook for options):

- college-level math course;
- an introductory computer science course (except CSC54-143, Introduction to Programming)
- AP credit.

What if I am unsure about a major at this point?

Great! Southwestern University's curriculum is designed to give all students the chance to explore many different academic subjects. Many students opt to take introductory courses in a number of areas in order to more clearly identify their interest areas. Luckily, many of these courses count toward your General Education requirements. Exploration is **NOT** a waste of time!

How about if I have AP, IB or dual-credit? Do I get SU credit for these courses?

Southwestern University gives credit for:

- AP scores of **4 or 5** in any subject area.
- IB courses are given for scores of **5 or higher**.
- Dual-credit courses reported on an official college transcript will transfer to if you achieved a **C-** or better.

The Registrar's Office will evaluate your credit and notify you and your academic advisor about how your credits will be applied. See the Registrar's web page for guides to transfer, AP and IB credit at: <http://www.southwestern.edu/academics/registrar/transAP.php> . None of these forms of credit are factored into your SU grade point average.

What happens next?

We encourage you to spend some time thinking and working through this workbook as you prepare your course preference list. Then complete the Academic Advising Questionnaire, and send it back to Academic Success by **Jun 22**. A team of staff and faculty advisors will work to construct your schedule; you will be able to access your schedule and academic advisor assignment via WebAdvisor on about July 6. During Transfer Student Orientation you will meet with your academic advisor to make any necessary revisions to your schedule.

INTRODUCTORY MAJOR CLASSES

Departments usually offer a selection of courses suitable for students who wish to explore a major. Many of these courses also fulfill General Education requirements. The information that follows is intended to guide you in selecting courses in the areas you may wish to explore as majors. You are not required to take all of the courses listed in your first semester. Some majors have a specific sequence; if you intend to major in one of these areas, you may be assigned to those courses. Likewise, if you aren't sure yet which major you intend to pursue, you may be assigned courses in several disciplines. Be sure to review carefully the required courses in those majors that list specific requirements.

Check (✓) all of the majors you are considering:

- | | |
|--|--|
| <input type="checkbox"/> Accounting* | ACC36-114 Fundamentals of Accounting, ECO31-104 Principles of Economics, MAT52-154 Calculus I <u>or</u> MAT52-113 Statistics <u>or</u> MAT52-123 Elementary Function Theory |
| <input type="checkbox"/> American Studies | ECO31-104 Principles of Economics, PSC32-113 American Politics, any other Gen. Ed. courses. |
| <input type="checkbox"/> Animal Behavior* | BIO50-102 Cell Biology, BIO50-112 Biodiversity, CHE51-153/-151 Chemical Concepts & Properties I (if pursuing the Bachelor of Science), MAT52-113 Statistics <u>or</u> MAT52-154 Calculus I (if pursuing the Bachelor of Science), PSY33-103 Principles of Psychology |
| <input type="checkbox"/> Anthropology | ANT35-103 Intro to Anthropology, SOC34-113 Social Patterns & Processes <u>or</u> SOC34-123 Social Problems, MAT52-113 Statistics |
| <input type="checkbox"/> Art* | ART70-203 Drawing I and ART70-503 Representational Painting, <u>or</u> ART70-403 Sculpture: Figurative, <u>or</u> ART70-473 Ceramics: Wheel Forming |
| <input type="checkbox"/> Art History | ART71-103 Intro: Image, Object, <u>or</u> ART71-123 Intro: Asian Art |
| <input type="checkbox"/> Biochemistry* | CHE51-153/-151 Chemical Concepts & Properties, MAT52-154 Calculus I, BIO50-102 Cell Biology, BIO50-112 Biodiversity |
| <input type="checkbox"/> Biology* | CHE51-153/-151 Chemical Concepts & Properties, BIO50-102 Cell Biology, BIO50-112 Biodiversity |
| <input type="checkbox"/> Business* | ACC36-114 Fundamentals of Accounting, ECO31-104 Principles of Economics, MAT52-154 Calculus I <u>or</u> MAT52-113 Statistics <u>or</u> MAT52-123 Elementary Function Theory |
| <input type="checkbox"/> Chemistry* | CHE51-153/-151 Chemical Concepts & Properties <u>or</u> CHE51-173/-171 Accelerated Chemical Concepts & Properties, BIO50-102 Cell Biology, BIO50-112 Biodiversity <u>or</u> PHY53-154 Physics I, MAT52-154 Calculus I <u>or</u> MAT52-113 Statistics |
| <input type="checkbox"/> Classics | LAT14-014 Latin I <u>and/or</u> GRK13-014 Greek I |
| <input type="checkbox"/> Communication Studies | COM75-153 Public Speaking <u>and/or</u> COM75-133 Intro to Communication Studies |
| <input type="checkbox"/> Computational Mathematics* | CSC54-184 Computer Science I (or CSC54-143 Intro to Programming, if you have no programming experience), Calculus I |
| <input type="checkbox"/> Computer Science* | CSC54-184 Computer Science I, MAT52-154 Calculus I <u>or</u> MAT52-123 Elementary Function Theory (if not ready for Calculus I) |
| <input type="checkbox"/> Economics* | ECO31-104 Principles of Economics, MAT52-113 Statistics <u>or</u> MAT52-154 Calculus I |

***Majors in these departments are strongly encouraged to take all the courses listed in the first semester. If you are considering one of these majors, please make sure to check it on the New Student Registration Worksheet.**

___ Education	Introductory course in major (for Secondary certification), COM75-173 Intro to Performance Study <u>or</u> THE73-173 Intro to Performance Study (recommended), PSY33-103 Principles of Psychology, MAT52-103 Math Concepts
___ English	Any English course; College Writing does NOT count toward the major
___ Environmental Studies	BIO50-143 Environmental Science; ANT35-103 Intro to Anthropology, PHI18-103 Intro to Ethics, ECO31-104 Principles of Economics (these courses are recommended General Education courses), MAT52-113 Statistics
___ Feminist Studies	FST04-103 Intro to Feminist Studies
___ French	FRE11-014 French I <u>or</u> FRE11-114 French III (French II and IV are offered in Spring).
___ German	GER12-014 German I <u>or</u> GER12-114 German III (German II and IV are offered in Spring).
___ Greek	GRK13-014 Greek I <u>or</u> GRK13-114 Greek III (Greek II and IV are offered in the Spring).
___ History	HIS16-073 Nations and Nationalism in World History, HIS16-213 Modern Europe, HIS16-223 U.S. History Before 1865, or any other History course.
___ International Studies	Begin language first semester. Begin departmental major (History, Art History, Poli. Sci.)
___ Kinesiology*	KIN48-192 Foundations of Kinesiology, AHE46-244 Human Anatomy and any FRA;
___ Latin	LAT14-014 Latin I <u>or</u> LAT14-114 Latin III (Latin II and IV are offered in the Spring).
___ Latin American Studies	PSC32-143 Comparative Politics, SPA15-014 Spanish I or SPA15-114 Spanish III, ANT35-103 Intro to Anthropology, PHI18-133 Intro to Philosophy
___ Mathematics	MAT52-154 Calculus I <u>or</u> MAT52-123 Elementary Function Theory (if not ready for Calc.)
___ Music*	MUL80-100 Recital Attendance, MUT76-103 Fundamentals of Music Theory (or Music Theory Placement Exam), MUT76-101 Solfège/Ear Training I, APM 8x-002 Principal Instrument, APM8A-001 Piano (or secondary instrument), ENS78-x01 Ensemble (101Wind, 111 Jazz, 121 SU Singers, 131 Chorale, or 151 Chamber)
___ Philosophy	PHI18-103 Intro to Ethics <u>or</u> PHI18-133 Intro to Philosophy
___ Physics and* Physical Science	PHY53-154 Physics I, MAT52-154 Calculus I, CHE51-153/-151 Chemical Concepts
___ Political Science	PSC32-113 American Politics, PSC32-143 Comparative Politics
___ Psychology*	PSY33-103 Principles of Psychology, MAT52-113 Statistics
___ Religion	Any 200-level Religion course
___ Sociology	SOC34-113 Social Patterns and Processes <u>or</u> SOC34-123 Social Problems, MAT52-113 Statistics, ANT35-103 Intro to Anthropology
___ Spanish	SPA15-014 Spanish I <u>or</u> SPA15-024 Spanish II <u>or</u> SPA15-114 Spanish III <u>or</u> SPA15-124 Spanish IV, depending upon placement exam score
___ Theatre	THE73-111 Theatre Lab, THE73-143 Stagecraft, THE73-153 Voice & Movement, THE73-133 Intro to Acting, or THE73-163 Design Fundamentals, THE74-123 Script Analysis, THE74-123 Theatre History/Historiography 1 <u>or</u> THE74-243 Theatre History/Historiography 3

*Majors in these departments are strongly encouraged to take all the courses listed in the first semester. If you are considering one of these majors, please make sure to check it on the New Student Registration Worksheet.

SPECIAL NOTES FOR SCIENCE MAJORS

Students interested in any science major or minor, should take the on-line Chemistry Assessment Exam given over the summer. Information and instructions for taking the exam will be sent to your SU email.

Animal Behavior: Majors will pursue either a Bachelor of Arts or a Bachelor of Science in Animal Behavior, an interdisciplinary program taught between the Biology and Psychology Departments. The program prepares students for graduate work in animal behavior, animal learning, behavioral ecology, biopsychology, ecology, neuroscience and veterinary science.

Biochemistry: Majors will receive the skills and understanding needed for graduate study in chemistry, biochemistry, molecular biology or a related area. Graduates may also choose to pursue a career in industry or one of the health-related professions.

Biology: Students may pursue either a Bachelor of Arts or Bachelor of Science in Biology, and will be equipped for pursuit of continuing education and careers in medicine, dentistry, pharmacy, medical education, public health and biomedical research. Some other objectives could include pharmaceutical sales, forensic science, environmental or medical law, hospital administration, genetic counseling and gerontology.

Biology students begin their program with a set of four mini-courses and lab sections, each covering half a semester. In the fall, students wishing to begin their Biology sequence will register for BIO50-102 Cell Biology and BIO50-112 Biodiversity, as outlined below.

Students interested in the Biology major or minor, and those who have AP Biology credit, should take the on-line Biology Assessment Exam given over the summer. Information and instructions for taking the exam will be sent to your SU email.

Chemistry: The major can be broken down into two general groups: Group One: Health-related studies (pre-medical, pre-dental, pre-pharmacy, pre-veterinary, and pre-nursing); and Group Two: Professional Chemistry studies (industry, graduate study, and teaching). Students interested in Chemistry should take the Chemistry Assessment Exam, which may qualify them for Accelerated Chemical Concepts (CHE51-173/-171). This exam is offered on-line during the summer.

GROUP ONE	
Fall Semester 2009	Spring Semester 2010
CHE51-153/-151 Chemical Concepts <u>or</u> CHE51-173/-171 Accelerated Chemical Concepts MAT52-154 Calculus I <u>or</u> MAT52-113 Statistics <u>or</u> MAT52-254 Calculus II BIO50-102 Cell Biology <u>and</u> BIO50-112 Biodiversity UST05-212 Adv. Entry Seminar UST05-113 College Writing (if assigned)	CHE51-163/-161 Chemical Concepts II MAT52-113 Statistics <u>or</u> MAT52-254 Calculus II BIO50-122 Genetics & Evolution <u>and</u> BIO50-162 Genes & Molecules UST05-113 College Writing (if assigned) Gen. Ed. course <u>or</u> Language

GROUP TWO	
Fall Semester 2009	Spring Semester 2010
CHE51-153/-151 Chemical Concepts <u>or</u> CHE51-173/-171 Accelerated Chemical Concepts MAT52-154 Calculus I <u>or</u> MAT52-113 Statistics <u>or</u> MAT52-254 Calculus II PHY53-154 Physics I UST05-212 Adv. Entry Seminar UST05-113 College Writing (if assigned)	CHE51-163/-161 Chemical Concepts II MAT52-113 Statistics <u>or</u> MAT52-254 Calculus II PHY53-164 Physics II UST05-113 College Writing (if assigned) Gen. Ed. course <u>or</u> Language

Kinesiology: Students may earn a Bachelor of Arts or Bachelor of Science in Kinesiology. Majors are prepared for careers in exercise science, medicine, the health/fitness industry, sport and recreational management, and coaching.

Fall Semester 2009	Spring Semester 2010
KIN48-192 Foundations of Kinesiology AHE46-244 Human Anatomy UST05-212 Adv. Entry Seminar UST05-113 College Writing (if assigned) <u>or</u> Language Any FRA Fitness/Recreation Activity	MAT52-113 Intro to Statistics UST05-113 College Writing (if assigned) Language Any FRA Fitness/Recreation Activity General Education courses

Physics/Physical Science (Pre-Engineering): Majors are equipped to follow a career related to Physics or Engineering, or to teach or pursue another science. Pre-Engineering students will complete three years at Southwestern University and at least two years at an Engineering school in consultation with the Pre-Engineering advisor.

Fall Semester 2009	Spring Semester 2010
PHY53-154 Physics I MAT52-154 Calculus I CHE51-153/-151 Chemical Concepts UST05-212 Adv. Entry Seminar UST05-113 College Writing (if assigned)	PHY53-164 Physics II MAT52-254 Calculus II CHE51-163/-161 Chemical Concepts II Gen. Ed. course Gen. Ed. course <u>or</u> UST05-113 College Writing (if assigned)

AREA I FOUNDATION REQUIREMENTS

The following courses are common to all students. Each student is assigned to an Advanced-Entry Seminar section; about half of the entering students who need it will be registered for College Writing in the Fall, and the other half in the Spring. If you have AP, IB or college credit for a writing course, you will not need to take it. You will also be placed in the appropriate language course based on your placement score. You might find it useful to print this page to mark your choices to enter in on your Transfer Student Registration Worksheet on WebAdvisor.

Advanced-Entry Seminar (2 hours)

UST05-212 – students elect their AES choices in the summer, and are assigned to one of those choices. All entering transfer students take AES. You should have already submitted your AES preferences.

College Writing (3 hours)

UST05-113 – all students must earn credit for this course. Students who earn a 4 or 5 on an AP English Exam are given credit and exempted from the course. Students who have taken a college-level composition course and transfer it to Southwestern University also are exempted from the course. You will automatically be assigned to either Fall or Spring if you do not have other credit for the course.

Mathematics or Computer Science (3-4 hours)

Any Math or Computer Science courses listed below can be used to meet this requirement. Many majors require either MAT52-113 Statistics, or MAT52-154 Calculus I; by taking this course for the major, the General Education requirement is also being met. Choose one below:

- MAT52-103 Math Concepts
- MAT52-113 Statistics
- MAT52-123 Elementary Function Theory
- MAT52-154 Calculus I
- CSC54-184 Computer Science I
- Other: _____

Fitness and Recreational Activity (2 hours total)

All students take two; one-hour Fitness & Recreational Activity courses (FRAs) to graduate. These may be taken during any semester. Students may take up to three FRAs for credit. A wide variety of courses are offered each semester. You may choose to take one of these in the fall semester. Choose two below (assignment will be based on availability):

- | | |
|---|---|
| <input type="checkbox"/> FRA47-001-02 Beginning Lacrosse | <input type="checkbox"/> FRA47-001-03 Leisure Sports |
| <input type="checkbox"/> FRA47-001-04 Mixed Martial Arts | <input type="checkbox"/> FRA47-011 Kickboxing |
| <input type="checkbox"/> FRA47-021 Tennis | <input type="checkbox"/> FRA47-031 Bowling |
| <input type="checkbox"/> FRA47-051 Golf | <input type="checkbox"/> FRA47-061 Outdoor Recreation |
| <input type="checkbox"/> FRA47-071 Outdoor Adventure | <input type="checkbox"/> FRA47-081 Yoga |
| <input type="checkbox"/> FRA47-091 Fencing | <input type="checkbox"/> FRA47-101 Swimming/Aquatic Games |
| <input type="checkbox"/> FRA47-121 Racquetball/Pickleball | <input type="checkbox"/> FRA47-131 Handball |
| <input type="checkbox"/> FRA47-161 Weight Training | <input type="checkbox"/> FRA47-171 Swim for Fitness |
| <input type="checkbox"/> FRA47-191 Fitness for Women | <input type="checkbox"/> FRA47-291 Physical Fitness* |

*Some intercollegiate athletes may be asked by their coaches to select this course.

Foreign Language (4th-semester proficiency)

All students must demonstrate proficiency in a language other than English at the fourth-semester level. Students who have a strong background in language may place out of one or more semesters of language at SU; these students then take the remaining courses necessary to reach the fourth-semester. It is possible to place out of all four semesters. Students may study any language offered at SU, even with no prior experience in that language. You will be assigned to an appropriate language course based on your Placement Exam results; if you place out of the first semester of languages other than Spanish at SU, you will not take a language course in the fall. Odd courses, levels I and III in each language (except Spanish) are offered in the Fall; even courses, levels II and IV, are offered in the Spring.

- Chinese
- Latin
- Greek
- Placed Out (see Placement Exam results)
- German
- French
- Spanish

Intercultural Perspectives (3 hours)

The goal of this requirement is to help students understand and interrogate their relation to the world. Students develop awareness of their own and others' worldviews by encountering and analyzing how the interaction between material conditions, and cultural beliefs and practices shapes everyday life differently for different peoples in different social, global, and historical contexts. Courses fulfilling this requirement consider similarities and differences in physical and cultural environments, institutions, practices, values, beliefs, worldviews and/or identities. Among Area One requirements, only the Intercultural Perspectives requirement may be satisfied by designated courses taken in Area Two. Courses that satisfy this requirement are marked in the catalog with (IP) following their descriptions. Courses offered in Fall 2009 include:

- ANT35-103 Intro to Anthropology
- ARH71-123 Intro to History of Art: Asian
- ARH71-233 History of Art of China
- ARH71-313 Pre-Columbian Art
- CHI22-383 Chinese Lit in Translation II
- CLA07-323 Roman Civilization
- EDU43-403 Survey of Exceptionalities
- HIS16-023 World Civilizations Since 1500
- HIS16-073 Nations and Nationalism
- HIS16-373 Modern Latin America
- MUL80-363 World Music
- THE74-253 East Meets West

Religion (3 hours)

Courses satisfying this requirement introduce students to reflections on the meaning of human existence, community, and the universe from the perspectives of the major religious traditions of humankind. Specific courses may focus upon a segment of religious and philosophical tradition or on several religious traditions in comparison. These courses show how religious tradition shapes human consciousness and provides individuals with self-definition and meaning. Courses offered in Fall 2009 include:

- REL19-203 Intro to Christian Tradition
- REL19-213 Native Traditions
- REL19-243 Intro to Islam
- REL19-253 Intro to Judaism
- REL19-273 Intro to Hinduism
- REL19-303-01 Animals and Religion
- REL19-303-02 Religion & Lit
- REL19-303-03 Sacred Space & Enviro.
- REL19-303-05 Reel Jews
- REL19-413 Philosophy of Religion
- REL19-423 Ancient China

AREA II DIVISION REQUIREMENTS

Students choose two courses in each of the three Divisions of the Brown College of Arts and Sciences (Humanities, Natural Sciences and Social Sciences) and the Sarofim School of Fine Arts (eight courses total). Many of the course descriptions can be found at <http://www.southwestern.edu/academics/registrar/catalog/cat2008/index.php>. The 2009-2010 Catalog will be available on-line by August. Use the following steps to select at least one course from each category on your Transfer Student Registration Worksheet.

To locate the courses that meet the various general education requirement categories, please do the following:

1. Refer to the WebAdvisor instructions in Appendix A (page 13) to access the WebAdvisor Student Registration Menu.
2. Select “SU Search for Sections” from the Student Menu page.
3. Select “Fall 2009” from the Term drop-down box at the top of the screen.
4. Near the bottom of the screen, locate the “Course Types” drop-down box. Choose the division you’re interested in; for example, to find all the Social Sciences courses, select “DIV-Social Sciences” and click “Submit.” Each course offered that meets a Social Sciences division requirement will be displayed.
5. Select your desired courses on the Transfer Student Registration Worksheet (see instructions in the Appendix, page 13).

NOTE: If you will receive AP, IB, or college credit for any general education course, please do NOT select the corresponding course in these steps. For instance, if you have credit for U.S. History, you will only need to select one Humanities course, because U.S. History will meet the other Humanities requirement.

OTHER OPPORTUNITIES TO EXPLORE

If you want to try some other kinds of courses in your first semester at SU, feel free to explore! Here’s how to find some other course options:

1. From the **SU Search for Sections** link on the Web Advisor menu page, select the term of **Fall 2009**, and then click on the drop-down box next to **Course Types** on the bottom section of the page. See full Web Advisor instructions on page 11, “Appendix A: Web Advisor Instructions.”
2. In that list, select the first option – **FY-Appropriate for First Yr.** Don’t worry that some of these courses are upper-level. And don’t worry that you’re not a first-year! All students need 60 hours of upper-level coursework to graduate, so picking some of those courses now is just fine. Be sure to verify that your choices have seats available in them.
3. Select the ones in which you’re interested for your Registration Worksheet.

NOTE: Courses numbered xx-303 are “Special Topics” courses and are typically offered on a one-time basis. There may be multiple –303 courses offered in any given department at any given time. These courses are upper-level.

STEPS TO REGISTER

STEP 1: Look at the course listing web page (see above) for seats available in each section of each course you're interested in taking. You will not be able to register for a class that is full. Refer to the instructions in the Appendix on page 13 to access the course listings. Once you have logged in, select "SU Search for Sections." From the search page, make sure to select "Fall 2009" in the Term drop-down box at the top of the page. Then you can search by subject. Once you choose a subject in the Subject drop-down menu, here's what you'll see (for Accounting, in this case):

The screenshot shows a web browser window displaying the mySouthwestern Registrar portal. The page title is "Section Selection Results" and it includes a welcome message for Kimberly. The main content is a table with the following columns: Term, Status, Section Name and Title, Comments, Meeting Information, Faculty, Available/Capacity/Waitlist, and Credits. The table lists five Accounting sections for Fall 2009, all of which are "Open".

Term	Status	Section Name and Title	Comments	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits
Fall 2009	Open	ACC36-114-01 (11935) Fundamentals of Accounting	DIV-Social Sciences	08/24/2009-12/09/2009 Lecture Monday, Wednesday 08:00AM - 09:40AM, Cullen Building, Room 23	Delaney J	24 / 30 / 0	4.00
Fall 2009	Open	ACC36-114-02 (11936) Fundamentals of Accounting	DIV-Social Sciences	08/24/2009-12/09/2009 Lecture Monday, Wednesday 11:00AM - 12:40PM, Cullen Building, Room 23	Delaney J	12 / 30 / 0	4.00
Fall 2009	Open	ACC36-203-01 (11875) Intermediate Acct 1		08/24/2009-12/11/2009 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Cullen Building, Room 24	Sellers F	5 / 20 / 0	3.00
Fall 2009	Open	ACC36-323-01 (11876) Taxation		08/25/2009-12/10/2009 Lecture Tuesday, Thursday 01:00PM - 02:15PM, Fondren-Jones Sci, Room 151	Pearson R	17 / 30 / 0	3.00
Fall 2009	Open	ACC36-333-01 (11877) Governmental & Non-Profit Acct		08/25/2009-12/10/2009 Lecture Tuesday, Thursday 09:30AM - 10:45AM, Cullen Building, Room 24	Sellers F	7 / 20 / 0	3.00

Note the "Available/Capacity/Waitlist" column near the right on the screen above. In this example, all of the Accounting classes are open, and you may select any of these sections.

- Available (first number) = number of seats still open
 - Capacity (second number) = total number of seats
 - Waitlist (third number) = number of person waiting to register if seats become available
- At this time disregard the "Waitlist" column; this is only used for pre-registration by continuing students.*

STEP 2: Read the "General Registration Information" on pages 2-3. This section will answer many of your general questions and assist you in the completion of your Fall course preference list and your Academic Advising Questionnaire.

STEP 3: Carefully read pages 4-5 describing introductory courses suitable for students in each major. If you plan to major in Animal Behavior, Biology, Chemistry, Biochemistry, Kinesiology, or Physics/Pre-Engineering, please carefully review "Special Notes for Science Majors", on pages 6-7.

STEP 4: Once you've identified the courses you'd like to take, you will complete the New Student Registration Worksheet on WebAdvisor (see Appendix A, pg. 13, for instructions) to submit your Fall course preference list **by June 22**.

STEP 5: Download, complete and return your Academic Advising Questionnaire via email attachment to acasrv@southwestern.edu, or by mailing it (enclosed) to the Center for Academic Success at the address on page 1 of this workbook, by **JUNE 22**. Your timely response is important.

STEP 6: A team of staff and faculty advisors will review your registration worksheet to build a schedule for you, using your preferences and availability of spaces in your preferred courses; you will be able to access your schedule via WebAdvisor on about July 6. You will meet with your academic advisor and have a chance to make any changes necessary before school begins. Your responses to the Academic Advising Questionnaire will be used to match you with an appropriate academic advisor.

Please call Kim Murphy, Director of Academic Success and Advising, at 512/863-1286 or send an email to murphyk@southwestern.edu with any questions.

Welcome to the WebAdvisor system! You will use this system for many things in your time at Southwestern, including checking your grades, seeing your transcript, and registering for courses. For Fall 2009, you will select your course preferences on the Transfer Student Registration Worksheet, and our registration team will complete your schedule. In October of 2009, you will go through the entire process yourself.

By June 22, please complete the following to submit your Registration Worksheet on WebAdvisor.

1. Access Southwestern's portal. Go to this web site: <https://my.southwestern.edu>.

- a. Log in using your University ID and password.
- b. Select "WebAdvisor" tab.
- c. Select Student Menu

2. SU Search for sections. This option allows you to search for courses by department, days of the week, time of day, etc. Select the "**SU Search for Sections**" link on the Student Menu page. **Be sure to select 09/FA –Fall 2009** in the "Term" drop-down box. You can also look for types of courses – toward the bottom of the page, if you click on the "Course Types" drop-down box, you'll see a list of kinds of general education courses. So, if you're looking for an Intercultural Perspectives course, for example, you'll select "ICP" from the list. Click "Submit," and you'll see a list of courses that meet the Intercultural Perspectives requirement. This step is not required, but can help you build your schedule.

3. Transfer Student Registration Worksheet. Select at least one choice in each category. These choices form the basis of your schedule. Please note that you will be registered separately for Advanced-Entry Seminar and College Writing, if applicable. Your schedule will be created based on your preferences, seat availability, exam scores and any transfer credit. **Be sure to click SUBMIT when you finish.** Your choices will be preserved here, and you can come back to this screen anytime.

The Worksheet should be completed by **June 22**. Changes made after that date may not be captured for use by the registration team.

4. Be sure to click "submit!" That's it! Our registration team will do the rest. Once your schedule is created, you will be able to view it using Web Advisor on about July 6, although no changes will be allowed until after you meet with your academic advisor during Orientation week.

If you have any trouble with WebAdvisor and are not able to submit your Registration Worksheet by June 22, please call Kim Murphy, Director of Academic Success and Advising, at 512/863-1286 or email murphyk@southwestern.edu