REGISTRATION FOR FALL, 2010 COURSES

Registration for fall courses will be held March 29th – 31st. Registration cards should be submitted to the registrar’s office, Colgate 116, on your assigned day anytime between the hours of 7:30 am and 5:00 pm.

<table>
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<tr>
<th>Monday, March 29th</th>
<th>Tuesday, March 30th</th>
<th>Wednesday, March 31st</th>
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<tbody>
<tr>
<td>Current Juniors and Seniors</td>
<td>Current Sophomores</td>
<td>Current First-Years</td>
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TO ACCESS THE COURSE SCHEDULE:
1. Log on to www.colby-sawyer.edu
2. At the very top of your screen, hover on Academics. A drop down menu will appear.
3. Click on Registrar’s Office
4. Scroll down to the section called Course and Exam Schedules. From there you can click on:
   - Schedule of Courses – Fall 2010
   - Course Descriptions, New and Special Topics – Fall 2010
   - Final Exam Schedule – Fall 2010 (available in late April)

Paper copies of the schedule are available in the registrar’s office upon request, however, the web version will be the most up-to-date.

REGISTRATION PROCEDURES

Part One: Preparing for Registration
1. All tuition bills, parking tickets and community council fines must be paid before you register for classes. You are strongly advised to contact the financial services office in Colgate Hall to confirm that you are cleared to register.
2. Review your major, program (if applicable), and minor (if applicable) listed at the top of this page. If incorrect, complete an Intent to Major/Minor form and return it prior to registration week. This will enhance your chances of getting into appropriate courses for your major and/or minor. This form is available on the web, from your advisor, or from the registrar’s office.
3. Begin to plan a preliminary schedule by reviewing the requirements for your pathway, the liberal education program, your major, and your minor. First-year students should refer to the pathway audit which was recently sent, to be sure stepping stone requirements are being met.
4. Check that any course prerequisites have been met.
5. Meet with your advisor to finalize your schedule. Your advisor has your blank schedule card.
6. When writing your course selections on your schedule card, record the course code, sub type, and section for courses.
   Example: ART110/LEC/A
7. In case a course you have selected is over-enrolled, you should select two alternate courses that will fit into your schedule and record them on the blue registration card. Alternates should NOT be different sections of courses you requested in the main registration as we will automatically attempt to enroll you in a different section of a course before moving in to your alternate selections.
8. Students should not register for more than 18 credits unless they are seniors and need the additional credits for graduation. If you do register for more than 18 credit hours, you will be billed $1,080.00 for each credit over 18.
Part Two: Instructions for Non-Traditional Courses

1. The following courses and/or course options require a permission form in addition to the registration card: MUS110, 210, 310, 410 (these music courses carry a fee of $200.00 per credit); any course numbered 480, 381, 481; any variable credit course; courses you wish to audit; and courses you wish to take on a pass/fail basis. Permission forms are available on the web, from your advisor, or from the registrar’s office. Please submit the permission form along with your registration card.

2. Internships, Independent Studies, and Courses by Special Arrangement require an application or contract in addition to the information you need to provide on the registration card. Please see your advisor for details.

Summer and fall internships: students must submit an Internship Learning Contract to the Harrington Center for Career Development.

Summer internships: students must submit to the registrar’s office the pink ‘Summer Internship Registration Form’. This form will be sent to you by the Harrington Center for Career Development if you’ve submitted the Internship Application. Students will be billed for internships taken for credit at the rate of $1080.00 per credit hour payable before the internship begins. Please see the financial services office if you have questions regarding this policy.

Fall internships: students should submit the information on the regular blue fall registration card.

Part Three: Submitting your Registration Card

1. The BLUE schedule card is to be signed by you and your advisor and submitted to the registrar’s office at any time on the day assigned to your class level. Each student must submit their own registration card.

2. Your card will be processed according to your registration number (found on the front of this memo). Registration numbers are assigned based first on each student’s year, then on the number of credit hours completed toward graduation as of March 2nd, using a random assignment to break ties.

3. Your registration number will be reserved for you throughout your assigned day. Students who submit registration cards after their assigned day lose their priority status and will be placed at the top of the list for the day they submit their card. If you have a college-approved conflict (i.e. an off-campus internship) which prevents you from submitting your registration card on your assigned day, please see the registrar no later than March 24th to make arrangements.

4. Your registration will not be accepted if you have been placed on HOLD by student financial services because of an unpaid bill, community council fines, or parking tickets. Please check with the student financial services office in Colgate Hall or at ext. 3744 to confirm that you are eligible to register for courses.

Part Four: Receiving your Fall Schedule and Making Changes

1. In late April an email will be sent to all students announcing that schedules are finalized and available through PowerCAMPUS Self Service. It is each student’s responsibility to verify their schedule. Since the registrar’s office will attempt to enroll students in different sections of the same course and/or alternate selections as courses become full, your schedule may reflect changes. Please check your schedule for the following:
   1. Be sure the days and times of courses do not overlap.
   2. Check each course and section to be sure it is correct.
   3. Check the total number of credit hours to be sure you are enrolled in all desired courses.

2. If you need to add a course or wish to make changes to your schedule, please meet with your advisor, consult the list of open courses which will be posted on the college’s web site and on the bulletin board outside the registrar’s office until the end of the spring semester, and submit your Add/Drop form to the registrar’s office.

3. Review the following summary for submitting Add/Drop forms.
   Between April and the end of the spring semester – Add/Drop forms must have the student signature and the advisor signature.
   Between the end of the spring semester and Sept 1st – Add/Drop forms must have the student signature and the advisor signature. Since most advisors are unavailable in the summer months, most students will need to wait until the fall semester begins to make changes.
   Between Sept 1st – 15th – Add/Drop forms must have the student signature, the faculty signature, and the advisor signature.