

# From the Registrar's Office

## Registration Instructions for Summer and Fall Terms 2011

### Step I: Academic Advising – March 28th through April 1st

Make an appointment to meet with your academic advisor PRIOR TO ADVISING WEEK. Meet with your academic advisor to discuss your progress at Stetson and to choose your classes for the upcoming summer and/or fall term. You may view the schedule of courses for the summer and fall terms through Course Search on the Intranet or through Class Look Up on *my.stetson.edu*.

**Academic advising is imperative in the course registration process, as you will receive your Registration Number from your academic advisor. This number is required to enter the Registration area of *my.stetson.edu*. It is your responsibility to make an appointment and meet with your academic advisor.**

### Step II: Registration – April 5<sup>th</sup> through April 7th

Online registration begins **Tuesday, April 5th** at 5:00 p.m. for seniors with 103 earned credit hours and above. See the table below to determine your registration days and times.

#### Registration Schedule

Earned Credits *	Days and Times for Registration
*103 and above	Tuesday, April 5th, beginning at 5:00 p.m.
*83-102	Tuesday, April 5th, beginning at 5:30 p.m.
*73-82	Tuesday, April 5th, beginning at 6:00 p.m.
*60-72	Wednesday, April 6th, beginning at 5:00 p.m.
*44-59	Wednesday, April 6th, beginning at 6:00 p.m.
*27-43	Wednesday, April 6th, beginning at 7:00 p.m.
*16-26	Thursday, April 7th, beginning at 5:00 p.m.
*0-15	Thursday, April 7th, beginning at 6:00 p.m.

\* **Currently enrolled credit hours ARE NOT included in determining credit hours for registration.** Please check your credit hours earned on your academic audit or *my.stetson.edu* to determine your day and time of registration.

#### IMPORTANT NOTES

- Open registration will begin on Friday, April 8<sup>th</sup> at 4:30 pm for all new and re-entry students who have not registered. Current students can continue to make changes to their schedules until the summer or fall term begins.
- The Registration Number is valid for one term only. You **MUST** meet with your academic advisor to receive this number.
- The Registrar's Office will NOT provide registration numbers to you. If you forget or misplace your Registration Number, please see your advisor or the department chair of your major.

Registration occurs by the following class designations:	
0-26 hours earned	First Year /Freshman
27-59 hours earned	Sophomore
60-89 hours earned	Junior
90 and above earned	Senior