

From the Registrar's Office

Registration Instructions for Spring 2012 Term for *First-Year Students* (0-26 earned hours)

Step I: Academic Advising – November 7th through 9th

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 spring term. You may view the schedule of courses for the spring term through Course Search on the Intranet or through Class Look Up on *my.stetson.edu*.

Academic advising is an essential part of the course registration process. Your advisor will help you map out a balanced course schedule and provide you with your Registration Number. 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

Online registration begins **Thursday, November 10th** at 5:00 p.m. for first or second year students who have earned 11-26 college credit hours. **See the table below to determine your registration days and times.**

Registration Schedule

Earned Credits *	Days and Times for Registration
*11-26	Thursday, November 10th, beginning at 5:00 p.m.
*1-10	Thursday, November 10th, beginning at 6:00 p.m.
*0	Thursday, November 10th, beginning at 7:00 p.m.

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

IMPORTANT NOTES

- Open registration will begin on Friday, November 11th 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 spring term begins in January 2012.
- 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.
- **NEW THIS YEAR-All undergraduate students must register for spring term by the end of classes on Friday, December 9th. A late fee will be assessed in the amount of \$100.00 to students who register for the first time after that date.**

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