

From the Registrar's Office

Registration Instructions for Spring 2012 Term For Upperclass Students

Step I: Academic Advising – October 24th through October 28th

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 **Monday, October 31st** at 5:00 p.m. for seniors with 95 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
*95 and above	Monday, October 31 st , beginning at 5:00 p.m.
*81-94	Monday, October 31 st beginning at 6:00 p.m.
*65-80	Monday, October 31 st beginning at 7:00 p.m.
*56-64	Tuesday, November 1 st beginning at 5:00 p.m.
*36-55	Tuesday, November 1 st beginning at 6:00 p.m.
*27-35	Tuesday, November 1 st beginning at 7:00 p.m.
NOTE: Registration for Upperclass students CLOSES Wednesday, November 2nd at 4:30 pm. Upperclass students who do not register at their appointed time, or prior to November 2nd at 4:30 pm, will not be allowed to register until open registration begins November 11th at 4:30 pm. This also applies to students wanting to make changes to their schedules.	

* 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

- First-year students (students with 26 or fewer credit hours) will have advising Monday-Wednesday, Nov. 7-9.
- First-year students will begin registering Thursday, November 10th.
- 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
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