

HOW TO REGISTER FOR SPRING 2015 CLASSES

YOU MUST FOLLOW **ALL 3 STEPS** IN ORDER FOR YOUR REGISTRATION TO BE COMPLETED

STEP 1 - ADVISING

- **Log in to CampusWeb** and select **Personal Info**, then **Academic Info** to check for **Holds**. The hold may prevent registration (ie: a financial hold with *Student Financial Services*) and therefore must be **settled prior** your registering.
- **Courses will be available to view on CampusWeb on Monday, October 20, 2014.**
- **Plan your choices for classes** – on CampusWeb, Home tab, select **Browse Courses** to check for available courses. Under the **Student** tab, visit **Advising/Registration** to view your **Course Needs/Advising Worksheet** (Recalculate Student Progress before selecting Advising Worksheet) to check for requirements you need to complete.
- **Make an appointment with your advisor to review your choices.**

STEP 2- SELECTING YOUR COURSES ONLINE

- **Log on to Campus Web** and view the **Online Registration Instructions**.
- From the Home tab, select **Registration**. Here, you will be required to accept the **Registration Agreement**. Once accepted, you may begin to add courses to your **reserved** list.
- **Each class is limited to the week noted below.** If you miss your week, you will be able to register during the open registration period from November 24th at 12:01am until November 30th at 9:00pm. Information regarding registration dates and times after the close of the open registration period will be sent at a later date.

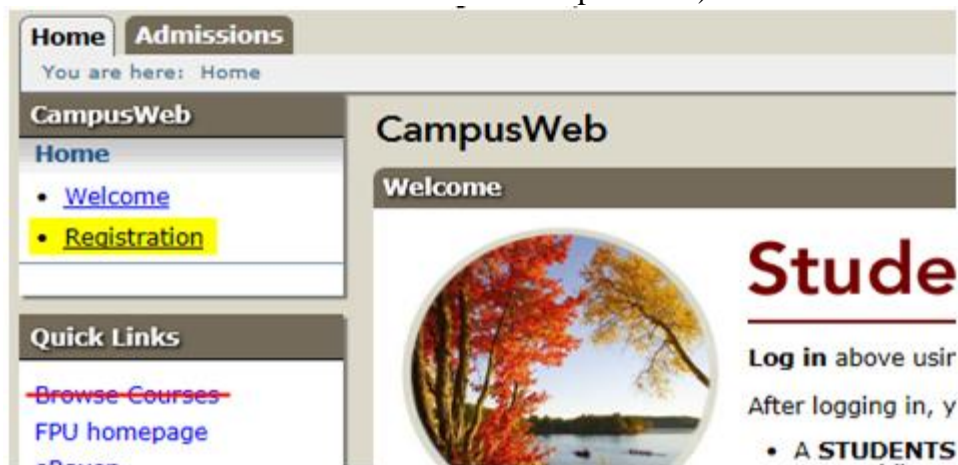
STEP 3 –ENSURING YOUR ADVISOR HAS APPROVED YOUR COURSES ON CAMPUSWEB.

- **Please be sure to follow all of the registration instructions and have your advisor approve your selected courses on CampusWeb in the timeframe specified. Failure to do so will result in your courses being dropped.**

Class Level <i>Unsure?</i> Check CampusWeb> Personal Info> Academic Info	Step 1 - Advising	Step 2- Online Selection		
	Check Holds, Plan Classes & Meet with Advisor	<i>Spring 2014 Dean's Honor List Students</i>	<i>Athletes</i>	<i>All Remaining Students</i>
Seniors (88+ earned credits)	10/20-10/24	Monday 10/27 at 7am – Sunday 11/2 at 9:00pm	Tuesday 10/28 at 7am – Sunday 11/2 at 9:00pm	Wednesday 10/29 at 7am – Sunday 11/2 at 9:00pm
Juniors (56+ earned credits)	10/27-10/31	Monday 11/3 at 7am – Sunday 11/9 at 9:00pm	Tuesday 11/4 at 7am – Sunday 11/9 at 9:00pm	Wednesday 11/5 at 7am – Sunday 11/9 at 9:00pm
Sophomores (26-55 earned credits)	11/3-11/7	Monday 11/10 at 7am – Sunday 11/16 at 9:00pm	Tuesday 11/11 at 7am – Sunday 11/16 at 9:00pm	Wednesday 11/12 at 7am – Sunday 11/16 at 9:00pm
2nd Semester Freshmen (0-25 earned credits)	11/10-11/14	All students who have completed a semester (or more) at Franklin Pierce but have fewer than 26 earned credits can select courses online between: Monday 11/17 at 7am – Sunday 11/23 at 9:00pm		
New Freshmen (0-25 earned credits)	11/10-11/14	-----	Tuesday 11/18 at 7am – Sunday 11/23 at 9:00pm	Wednesday 11/19 at 7am – Sunday 11/23 at 9:00pm


Reminders & Highlights

- Make sure to register within your assigned registration time. **Do not wait until the last minute to register for courses.**
- Please be sure to **meet with your advisor** during your designated **advising week** to plan your course selections. The [Registration Worksheet](#) is available as a template for planning purposes on eRaven, however your advisor no longer needs to sign the paper registration form and you no longer need to submit the form to the registrar's office.
- The **Advising Worksheet** on CampusWeb and the **Curriculum Guides in the catalog** should be used in planning your courses. The Curriculum Guides describe what you should be taking and when. The Advising Worksheet determines what you have outstanding for your program requirements.
- **When ready to register for courses, you must complete the Registration Agreement in order to add courses to your **reserved** list.** Be sure to use the **Registration** option when adding and dropping courses (do NOT use the **Browse Courses** function to add and drop courses).



- If you do not meet the prerequisite for a course and wish to request a prerequisite waiver from the instructor of the course, please follow the “Prerequisite Error” protocol which can be located in the Registration Instructions on CampusWeb.
- Once you have selected your courses on CampusWeb, they will remain in **reserved** status until your advisor(s) has approved them on CampusWeb. To alert your advisor that you are ready for his/her approval, you **must email your advisor**.

Once you are finished setting up your schedule you can use this link to notify your advisor.

 [Send an approval request](#)

- ***For students who have an FYI instructor as an advisor***, please **select ONLY your FYI advisor** to approve your courses. ***The remainder of students who do not have an FYI advisor*** – please make sure you **select ALL of your academic advisors** (do not select athletic coaches) as each may approve different course selections. For example, your major advisor will approve courses for your major and your minor advisor would approve courses for your minor. **Your courses must be approved by your advisor within the 7 day timeframe or your courses will be dropped.**
- It is recommended that you add all of your course selections at once on CampusWeb. Once added, the 7 day timeframe for advisor approval begins. You will receive a warning 24 hours prior to the ending of the 7 day approval window if your advisor has not approved your courses yet. Please keep an eye on your **email** during this time.