

# REGISTRATION SCHEDULE

1. All returning Day Division students pick up Schedule of Courses Booklet (Registrar's Office). **Only one booklet per student please.** All matriculated Undergraduate Day Division students have been mailed their Course Progress Form.
2. Make an advising appointment to see your Academic Advisor prior to your registration day. Sign-up sheets for advising appointments should be posted outside individual faculty offices.
3. Be prepared with tentative course selections and alternatives prior to meeting with your Advisor. You will be able to obtain your registration form from your Advisor during your advising appointment.

**Registration Form** (Course Selection Sheet) is obtained from your advisor and shows the following information:

1. Student's FSC ID#.
2. Student's Name.
3. Scheduled registration time as determined by Class Status (when to appear in the Athletic Center Gymnasium (Ground floor) for on-line registration).
4. Space for recording primary course choices and alternate choices.
5. Line for Advisor's signature (required) - Coordinate Education Majors **must** have both advisors' signatures.
6. On reverse side of form, demographic information and line for student's signature (required).

**Class Status Code:**

- 5 = Master's & Post Baccalaureate Teacher Certification (PBT) Candidates
- 4 = Senior
- 3 = Junior
- 2 = Sophomore
- 1 = Freshman

- Senior status:** 24 courses or more completed towards graduation prior to the start of Fall 2007 semester.
- Junior status:** 16 to 23 courses completed towards graduation prior to the start of Fall 2007 semester.
- Sophomore status:** 08 to 15 courses completed towards graduation prior to the start of Fall 2007 semester.
- Freshman status:** Fewer than 08 courses completed towards graduation prior to the start of Fall 2007 semester.

Once selections (both primary and alternates) have been made and the form has been signed by the Advisor, the student will report to the Athletic Center Gymnasium (Ground floor) at the day and time designated on the registration form. The student will not be able to register before the day and time period indicated on the registration form. If the student cannot attend the indicated time period, the student may come to the auditorium later that same day and wait at the end of the group being processed at the time. A course schedule/confirmation will be given to the student as soon as the choices have been entered into the computer.

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**On-Line Registration** for the Spring 2008 semester will take place in the Athletic Center Gymnasium (Ground Floor) on the following dates:

<b>Tuesday</b>	<b>October</b>	<b>30:</b>	Graduate Students (includes Post Baccalaureate Teacher Certification) & Seniors	
<b>Wednesday</b>	<b>October</b>	<b>31:</b>	Juniors	
<b>Thursday</b>	<b>November</b>	<b>01:</b>	Juniors	<i>NOTE: A STUDENT'S REG. DAY AND TIME MAY VARY</i>
<b>Friday</b>	<b>November</b>	<b>02:</b>	Juniors	
<b>Tuesday</b>	<b>November</b>	<b>13:</b>	Sophomores	
<b>Wednesday</b>	<b>November</b>	<b>14:</b>	Sophomores	<i>BASED ON THE NUMBER OF COURSES COMPLETE</i>
<b>Thursday</b>	<b>November</b>	<b>15:</b>	Sophomores	
<b>Friday</b>	<b>November</b>	<b>16:</b>	Sophomores	
<b>Wednesday</b>	<b>November</b>	<b>28:</b>	Freshmen	<i>TOWARDS GRADUATION. PLEASE CHECK YOUR</i>
<b>Thursday</b>	<b>November</b>	<b>29:</b>	Freshmen	
<b>Friday</b>	<b>December</b>	<b>30:</b>	Freshmen	
<b>Monday</b>	<b>December</b>	<b>03:</b>	Freshmen	<i>REGISTRATION FORM FOR EXACT DAY AND TIME</i>
<b>Tuesday</b>	<b>December</b>	<b>04:</b>	Freshmen	

**"Clean-Up Period"                      Ends December 14<sup>th</sup>:**

Students who miss the above registration period will need to drop their registration form off at the Office of the Registrar, where the forms will be processed after December 5, 2007. If the courses listed on the registration form are closed, we are not able to work with the student to find open courses as that is the purpose of the on-line registration times listed above. Students may also submit a copy of their new course schedule to attempt schedule changes (adding a fourth course if open, changing sections if open, dropping a course from the schedule). No forms or schedule change requests will be accepted after December 14<sup>th</sup>.