

The Advising and Registration Process

The registration process consists of the following six steps:

Step 1 – Read your Widener email.

About midway through the fall semester, you will receive an email from the Registrar's Office telling you registration is about to begin, giving you general directions about how to proceed, and instructing you to go to myWidener to see when you may begin to go online to register for courses via "My Access Date and Time". Read this information carefully. If there is something you do not understand, ask questions until you learn what you need to know. Good sources for information are the Registrar's Office, the Registrar's office page in myWidener, your academic advisor, the Exploratory Studies office, and the Office of Student Success. You will register through Student Planning like you did at Summer Registration.

Registration is not difficult, however, you will be going through the process of constructing a complete schedule which includes the courses you will take, the days and times your classes will meet, and the names of the faculty who will teach your courses, so registration can seem overwhelming, frustrating, and confusing. **For this reason, Exploratory Studies holds a mandatory pre-advising meeting in October to walk you through the process.** Check your email for the date of this meeting. Unfortunately, if you do not handle registration in a timely way, you may not get your preferred schedule.

Step 2 – Make an appointment with your academic advisor.

You must consult with your advisor and get his/her approval before you go online to register for courses. Therefore, as soon as you receive the Registrar's email about registration you should schedule an appointment to meet with your academic advisor. Meeting with your advisor is not a valid reason for missing class. **Do not schedule your meeting during class time.**

Advisors make appointments for students to see them in a variety of ways. Many have online sign ups. If you are not sure, send an email for an appointment. If you intend to change your major, now is the time to attempt to declare a new major or contact the Exploratory Studies office if you need assistance in exploring other majors.

Who is your academic advisor? _____

Where is his/her office located? _____

What are his/her office hours? _____

What is his/her office phone number? _____

What is his/her email address? _____

Step 3 – Check myWidener or Student Planning to see if you have any current holds that will prevent you from registering for courses.

Step 4 – Do your advising homework.

Is it your advisor's job to make your schedule? Is it your dentist's job to brush your teeth each night? Of course not! While your dentist offers guidance on taking care of your teeth and helps correct dental problems, he or she is not responsible for your daily dental hygiene. In the same way, your academic advisor can suggest courses to take or answer questions about particular courses but he or she does not make your schedule for you. This is your responsibility and it is important to do your advising homework.

You will need a copy of your curriculum check sheet or academic ladder, the Widener University Undergraduate Catalog (www.widener.edu/catalogs), and the online spring semester course offerings available on Student Planning. Use the following steps to create your schedule:

- a. **List all of the courses** you are required to take during the spring semester. These include courses for your major as well as general education distribution requirements.
- b. Before you select a course, make sure you have met the **prerequisites**. (See the glossary in this module for a definition.) Prerequisites are listed after the course description in the Undergraduate Catalog. If the course description does not mention a prerequisite, it means there is none.
- c. Now that you know the course you would like to take it is time to start planning the sections you prefer in Student Planning. **Please note that you are not permitted to register for most evening courses (except for labs and select Continuing Studies courses).**
- d. You may not get your "ideal" schedule. (Not everyone can have a schedule that begins at 10:00 a.m. and ends at 2:00 p.m.) Therefore, you should **plan alternative sections and courses** because if you intend to be a full-time student you need 12-18 credits (see definition of credits). Most students take at least 15 credits per semester.

As you are going through this process, you may have questions or you may not be able to choose between a variety of courses. These are the types of questions you should discuss with your advisor. Write these concerns down so you do not forget to ask them at your upcoming meeting.

Step 5 – Meet with your academic advisor.

After you have done your advising homework, you are ready to meet with your advisor. It is very important to be on time and to be prepared for this meeting. Have a laptop/computer available to you to log into Student Planning as well plan ahead for any questions you may have. **If you plan to repeat a course, make sure you get a Registration Form completed with the course repeated from your academic advisor to submit to Enrollment Services to register.**

It is important to know that **only one developmental course may be counted towards graduation**. If you have more than one on your schedule, you should take a summer course. An example of a developmental course includes MATH 101.

Your advisor will review your course selections and answer your questions. When your schedule has been completed with alternate courses identified, your advisor will approve your courses in Student Planning.

Step 6 – After your academic advising meeting, your academic advisor will click “Advisement Complete” to release your advising hold. Your advisor will also email you and the Office of Exploratory Studies with approved courses.

Step 7 – Register for your classes.

As soon as possible after the designated start time posted in myWidener, you should go online using Student Planning to register for your courses. Be sure to check back periodically to make sure your schedule has not changed. Sometimes classrooms also are changed.

You may find the classes you wanted to take are closed because other students have already registered for them. If this is the case you should register for one of the alternate classes you selected with you advisor. If you do not have an alternate or if the closed course is required, you should register for all of your courses for which you can register. After you have registered for everything you can, then you should go back to see your advisor.

If your registration fails, read the message explaining why and then register for the remaining courses without the course that caused the problem. Some reasons for registration failure are: *(a) closed courses, (b) pre-requisites not met, (c) repeating a course, (d) time conflicts, (e) holds (Bursar, Registrar, Student Health Services, Advisor, or Judiciary).*

*****You should always periodically check your schedule as classes, times, days, and professors may change prior to the start of the semester.***