

The Office of

# Academic Advising

November, 2011

College of Saint Benedict/Saint John's University

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## REGISTRATION FOR SPRING 2012 CLASSES

FIRST YEAR STUDENTS START REGISTERING FOR CLASSES ON **NOVEMBER 9TH**—

(Your class standing is based on EARNED CREDITS through the end of Spring 2011 term. Fall semester credits are not earned yet.)

REMEMBER TO MEET WITH YOUR ADVISOR AND GET YOUR PIN NUMBER - KNOW WHAT CLASSES YOU WANT TO TAKE!

## Important Dates for November

7th—Last day to receive a W on C1 mod courses (signature required) and last day to receive a Permanent drop on CD1 mod courses.

8th—Last day to receive a W on C2 mod courses (signature required) and last day to receive a Permanent drop on CD2 mod courses.

November 9th—Registration begins for First-Year students.

18th—Last day to receive a W from any full-term course to receive a grade of W posted to their transcript.

22nd—Thanksgiving Recess begins at 6 p.m.

23rd-25th—THANKSGIVING RECESS

28th—Classes resume at 8 a.m. (Day 5)

28th—Last day to receive a W on CD1 mod courses (signature required) and last day to receive a Permanent drop on D1 mod courses.

29th—Last day to receive a W on CD2 mod courses (signature required) and last day to receive a Permanent drop on D2 mod courses.



## WANT TO TAKE A SUMMER CLASS?

If you want to take a 2012 summer course, please contact Barb Novak, Assistant Registrar and Transfer Evaluator, before enrolling in the course. Classes should be available at the school's websites in the next few months. It is best to email her the course information including the school and course information, department, course number, title and the number of credits. Also include your intent in taking this course—is it for a core/common curriculum requirement, elective credits, or for your major or minor. **Any courses for a major or minor must be approved by the Department Chair.**

Check out our website :

<http://csbsju.edu/academicadvising/>

# Planning for Registration: A How-To Guide from Academic Advising

## Faculty Advising

- ◆ Schedule a meeting with your faculty advisor(s).
- ◆ Prepare for registration using the links below.
- ◆ Review registration plan with your faculty advisor.
- ◆ Receive your registration PIN label from your faculty advisor, noting date & time of registration.

### **Copy these links to find online information.**

#### Major/Minor Checklists

The best way to keep track of requirements in any major or minor  
(<http://www.csbsju.edu/AcademicAdvising/Major-Minor-Checklists.htm>).

#### Common Curriculum

This ATLAS planner page itemizes and describes Common Curriculum Requirements  
(<http://www.csbsju.edu/AcademicAdvising/ATLAS.htm>).

Spring courses with Common Curriculum designations will be listed on page 23 in the upcoming Class Schedule booklet.

The On-Track screen in Banner Web tracks Common Curriculum requirements completed and in-progress.

#### Academic Catalog

Includes descriptions of courses offered in each department—so you know what the classes are about before you register  
(<http://www.csbsju.edu/Academics/Academic-Catalogs.htm>).

#### Department Web Pages

Often include handbooks for majors, course descriptions and information about faculty research interests (go to A-Z index and find appropriate major).

## Tips from the experts

### Aim for a combination...

of major, minor and Common Curriculum courses.

### Consider balance...

between odd/even days and between highly challenging and more manageable courses.

### Have a backup plan...

in case first-choice classes are filled.

### Register for a full 16-18 credits...

using major, minor and Common Curriculum checklists to choose classes. Consider exploring areas of interest through elective coursework.

### Keep your Registration PIN...

in case you wish to change your schedule between registration and the fourth day of classes.

### Watch for Class Schedule Updates...

Noting additions, cancelations and changes to spring course offerings.

## **Degrees may be earned upon completion of...**

- the requirements for a **major**
- **Common Curriculum** requirements
- **124 credits**
- **40** of the 124 **credits in upper-division** courses (#300-399)
- **major** coursework with **GPA at or above 2.0**. (some majors require a higher GPA.)
- **All** coursework with **GPA at or above 2.0** (some majors require a higher GPA).

## How much can you do in four years?

Consider that there are eight semesters in four years of college. If one completes four 4-credit courses each semester, there is "space" for **32 courses**.

Add the number of courses required for your major(s), minor(s) and Common Curriculum to determine if/how they will **fit into 8 semesters**. Take into account requirements and electives in your first semester schedule.

Note: 1) Some courses may meet multiple requirements. 2) If you expect to study abroad, plan for elective courses at that time.

\_\_\_\_\_ # of classes for major  
+ \_\_\_\_\_ # of classes for minor  
+ \_\_\_\_\_ # of classes for Common Curriculum  
\_\_\_\_\_  
= \_\_\_\_\_ estimated number of classes required