

REGISTRATION FOR SPRING SEMESTER 2009-10

- WHAT:** Registering for Spring Semester 2009-10 — Online Course Requests
- WHEN:** November 2 (8 am)-November 11 (2 pm)
- WHERE:** Student e-Services
Login with your username and PIN
Select "**Course Requests**"
Enter course requests
Click "**Continue**"
Review/resolve any error messages
Make sure your requests have been submitted and review your final schedule of primary choices
When you are finished viewing, **logout** to ensure security

YOU NEED TO KNOW:

- The searchable Schedule of Classes is available on Student e-Services.
- See "Making Effective Course Requests" which is attached and on the Schedule of Classes homepage.
- Your advising transcript is available on Student e-Services.
- A registration worksheet is available at: www.depauw.edu/admim/registrar/regworksheet.asp

The course requests program is available:

- 8:00 am, November 2 – 2:00pm, November 11

To access the program and submit your course requests, you will need your **Registration Access Code (RAC)** that you obtain from your advisor beginning **October 26th**. Students on campus should plan to meet with their advisor(s); students off-campus should contact their advisor(s) via e-mail. Prepare a registration worksheet with your course/schedule requests to discuss with your advisor. Be sure to schedule an appointment with your advisor that allows time for you to receive your RAC and to enter your requests before the deadline (see below).

Course Requests Deadlines:

If you are currently attending classes on-campus:

- **Last names F-K - Friday, November 6 – 2pm**
- **Last names A-E - Monday, November 9 – 2pm**
- **Last names S-Z - Tuesday, November 10 – 2pm**
- **Last names L-R - Wednesday, November 11 – 2pm**

If you are currently studying off-campus or are a returning student - Wednesday, November 11 – 2pm

It is important to enter your requests prior to your deadline. Do not delay entering requests if your schedule is incomplete or you need to speak with an instructor for a Special Permission Access Code (SPAC). Changes in requests may be made through the final deadline of Wednesday, November 11th at 2:00pm (Greencastle time, EDT). If you miss this deadline, your requests cannot be processed until the course adjustment program becomes available.

Course Requests Processing Order for Spring Semester 2009-2010: K-A, Z-L.

After course requests have been processed — November 17 (late afternoon)

Student schedules will be available on-line (Student e-Services; "Class Schedule Spring 09-10") along with a link to the Requests Processing Report, which gives information about how your requests were processed and why you may not be enrolled in a course you requested. You will receive an e-mail indicating when you may begin adjusting your schedule.

ONLINE COURSE ADJUSTMENT INFORMATION

DATES/TIMES:

- 8:00 am November 18 for students who need **1.50 or more** course credits
- 8:00 am November 19 for students who need **1.25** course credits
- 8:00 am November 20 for students who need **1.00** course credits
- 8:00 am November 23 for students who need **less than 1.00** course credits
- 8:00 am November 24 for all students who wish to adjust

PLACE: Student e-Services; logon with username and PIN; select "**Course Adjustments**".

Adjusting Online—November 24 — February 8

These are real-time adjustments that will not require instructors' and advisors' signatures (unless they are full or wait-listed; then you need to secure a SPAC from the instructor). Check your Class Schedule on e-services to verify your schedule.

QUESTIONS

Call the registrar's office at 765-658-4143 or e-mail junewildman@depauw.edu.
10/2009