Course request system open for submissions: April 1 (8am) – April 18 (2pm)
Course request processing order for Fall semester I 2024: A-Z (see alphabetical deadlines below)

PREPARE FOR YOUR ADVISING MEETING
- Think carefully about what you would like to take next semester, including Winter Term
- Look for courses across the curriculum that relate to your academic, personal, and career goals. Search the Schedule of Classes
- Refresh yourself on major, special program, and degree requirements for the College of Liberal Arts and Sciences (CLAS) or Institute of Music (IM)
- This registration worksheet is helpful in organizing your requests and talking with your advisor. Having alternate choices is important for getting a full schedule in the first phase of registration. Review Making Effective Course Requests.
- Pay attention to footnotes and priorities in the Schedule of Classes (e.g., 0=SR; 1=SO,FR; 1=JR,SO needs W; 1=SR, JR HIST)

MEET WITH YOUR ADVISOR
- Discuss your plans for spring and summer with your advisor, and bring your registration worksheet to the meeting
- Students currently off-campus should send their plan to their advisor via email to aid the conversation
- Include Winter Term plans in this conversation. See dates for WT courses below. Other options like internships or summer programs are detailed on the Hubbard Center website
- Are you on target credit-wise? Consider summer transfer credit
- Your advisor will provide your Registration Access Code (RAC); fall term *RACs are not available until 8am, April 1*

ENTER YOUR REQUESTS IN E-SERVICES
- Go to the Academic section in e-Services and choose "Requests" in Course Registration
- Enter the RAC provided by your advisor
- Complete course requests by entering the SOC numbers (far left column on Schedule of Classes) and any Special Permission Codes (SPACs)
- Review/resolve any error messages
- Submit your requests and review your final schedule of primary choices – **Be sure you get the confirmation message that your requests have been submitted successfully**
- If you have a **hold that prohibits registration**, you should submit course requests and **contact the office issuing the hold** to discuss resolving it. Your requests will not be processed in the first phase of registration (April 23) unless the hold is removed; you will have to build your schedule during the adjustment period after the hold is removed
- *Changes in requests may be made through the final deadline of 2pm, Thursday, April 18 (Greencastle time, EST).* After the deadline, you cannot enroll in courses until the system reopens for real-time adjustments

COURSE SCHEDULE AND ADJUSTMENTS
- Course schedules will be available in e-Services on Tuesday, April 23
- After the course requests have been processed, students are divided into groups by how many courses they need to complete their schedule
- These real-time adjustments do not require instructors' or advisors' signatures unless they are full or wait-listed, for which you need a SPAC from the instructor. Check your Class Schedule on e-Services to verify your schedule

COURSE REQUEST DEADLINES AND ADJUSTMENT DATES

Course Request Group (and processing order)	Deadline (2pm each day)	Schedules available in e-Services (4:30pm)	Online course adjustments	Open 8am each day
Last names A-E	*Monday, April 15*		**Need to add 1.50 or more course credits**	*Wednesday, April 24 Open at 8am*
Last names F-K	*Tuesday, April 16*		**Need to add 1.25 course credits**	*Wednesday, April 24 Open at 12:30pm*
Last names L-R	*Wednesday, April 17*	*Tuesday, April 23*	**Need to add 1.00 course credits**	*Thursday, April 25 Open at 8am*
Last names S-Z students on internship, studying off-campus, or readmitted/returning	*Thursday, April 18*		**Need to add less than 1.00 course credits**	*Thursday, April 25 Open at 12:30pm*
			Open to all current students	*Friday, April 26 – June 28 July 29 – August 28*

REGISTRATION FOR WINTER COURSES 2025

Type of Course	Process	Dates Available
On-campus Winter Term courses	Add through course adjustments in e-Services Contact Office of the Registrar	April 29-June 28, July 29-November 26 (Nov. 27 – Jan. 6, contact registrarsoffice@depauw.edu)
Faculty-led off-campus Winter Term courses	Submit applications online	April 3 – May 31

COURSE LOAD CONSIDERATIONS

Winter Term (Semester I) and May Term (Semester II) courses are part of a semester course load. Semester tuition covers up to 4.5 course credits for CLAS and 5.0 for IM. If a Winter Term or May Term enrollment reaches the credit maximum, you will be billed a tuition overload. Be aware that withdrawn courses are included in the semester course load. Information about tuition, course load, and exempted courses is available on the Office of the Registrar website.