

COURSE REGISTRATION FOR SEMESTER I, 2019-20

DePauw University Office of the Registrar
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Course request system open for submissions: April 1 (8am) – April 11 (2pm)

Course request processing order for Semester I, 2019-20: L-Z, A-K (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 \(CLA\)](#) or [School of Music \(SOM\)](#)
- 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
- 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 ANTH)

MEET WITH YOUR ADVISOR

- Discuss your plans for next year with your advisor, and bring your completed [registration worksheet](#) to the meeting
- Students studying off-campus, on internship, or returning/readmitted should share their plan with their advisor via email
- Include Winter Term plans in this conversation. See dates for courses below. Other options like [internships](#) 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); spring 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 16) 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 11 (Greencastle time, EST).* After the April 11 deadline, you cannot enroll in courses until the system reopens for real-time adjustments
- How does the registration system process your requests to make your schedule? Review "[Making Effective Course Requests](#)"

COURSE SCHEDULE AND ADJUSTMENTS

- Course schedules will be available in e-Services on Tuesday afternoon, April 16
- 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 L-R	Monday, April 8	Tuesday, April 16	Need to add 1.50 or more course credits	Wednesday, April 17
Last names S-Z	Tuesday, April 9		Need to add 1.25 course credits	Thursday, April 18
Last names A-E	Wednesday, April 10		Need to add 1.00 course credits	Friday, April 19
Last names F-K	Thursday, April 11		Need to add less than 1.00 course credits	Monday, April 22
	students on internship, studying off-campus, or readmitted/returning		Open to all current students	Tuesday, April 23 – June 19 July 29 – August 28

REGISTRATION FOR WINTER TERM COURSES 2019

Type of Course	Process	Dates Available
Faculty-led off-campus Winter Term courses	Submit applications through Horizons	April 3 – May 1
On-campus Winter Term courses	Add through course adjustments in e-Services	April 24 – June 19, July 29 – December 1 (Dec. 2 – Jan. 6, contact registraroffice@depauw.edu)

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 CLA and 5.0 for SOM. 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](#).