Course request system open for submissions: March 30 (8am) – April 17 (2pm)
Course request processing order for Semester I, 2020-21: A-K, L-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 (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)

CONNECT WITH YOUR ADVISOR
- Your advisor will provide direction on their modes of communication – email, Google Hangout, phone, FaceTime, etc.
- Discuss your plans for next year with your advisor, and share your completed registration worksheet
- 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); fall term RACs are not available until 8am, March 30.

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 21) 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, Friday, April 17 (Greencastle time, EST). After the April 17 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 21
- 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

<table>
<thead>
<tr>
<th>Course Request Group (and processing order)</th>
<th>Deadline (2pm each day)</th>
<th>Schedules available in e-Services (4:30pm)</th>
<th>Online course adjustments</th>
<th>Open 8am each day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last names A-E</td>
<td>Tuesday, April 14</td>
<td></td>
<td>Tuesday, April 21</td>
<td>Wednesday, April 22</td>
</tr>
<tr>
<td>Last names F-K</td>
<td>Wednesday, April 15</td>
<td>Tuesday, April 21</td>
<td>Need to add 1.50 or more course credits</td>
<td></td>
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<tr>
<td>Last names L-R</td>
<td>Thursday, April 16</td>
<td></td>
<td>Need to add 1.25 course credits</td>
<td></td>
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<tr>
<td>Last names S-Z</td>
<td>Friday, April 17</td>
<td></td>
<td>Need to add 1.00 course credits</td>
<td></td>
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</tbody>
</table>

REGISTRATION FOR WINTER TERM COURSES 2019

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Process</th>
<th>Dates Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty-led off-campus Winter Term courses</td>
<td>Submit applications through Horizons</td>
<td>April 1 – May 1</td>
</tr>
<tr>
<td>On-campus Winter Term courses</td>
<td>Add through course adjustments in e-Services</td>
<td>April 29 – June 23, July 27 – December 1 (Dec. 2 – Jan. 6, contact <a href="mailto:registraroffice@depauw.edu">registraroffice@depauw.edu</a>)</td>
</tr>
</tbody>
</table>

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.