

SPRING REGISTRATION PROCEDURES

YOU MUST FOLLOW ALL THREE STEPS IN ORDER FOR YOUR REGISTRATION TO BE COMPLETED

STEP 1 - SIGNATURE

- **Check for holds on “Welcome” page of Campus Web** and plan your classes (using Course Search). [Use the Degree Audit or What If function](#) in Campus Web to determine appropriate courses.
- **Make an appointment with your advisor** to fill out a registration form and have your **advisor sign it**.
 - Print a registration form from eRaven on the [Registrar’s page](#) prior to your advising appointment.

STEPS 2 & 3 – SELECTING & SAVING your choices with your forms

- **Go Online, use Campus Web** to start your registration: (Check for your time below) Follow your registration form and sign up for classes
- **Bring your signed registration form** down to the Registrar’s Office in DiGregorio in order to complete the process. See the schedule below for **your deadline** so your classes can be saved.

CAMPUS WEB WILL BE UNAVAILABLE EACH ONLINE START DAY FROM 8-9AM SO WE CAN SET THE SYSTEM UP FOR ONLINE REGISTRATION. PLEASE DO NOT TRY TO LOG IN AT THAT TIME.

	SIGNATURE	SELECT			SAVE
	Check Holds, Plan Classes & Meet with Advisor	Dean’s Honor Students Select Classes Online	Athletes Select Classes Online	Remaining Students Select Classes Online	IN ORDER TO SAVE YOUR CAMPUS WEB SELECTIONS Paperwork due to Registrar’s Office by
Juniors who are planning to graduate January 2011 or earlier	10/26-10/30	Students who are planning to graduate in May/September 2010 or January 2011 & have earned 75-87 credits need to submit a Request to Graduate form if they have not done so already		Monday 11/02 at 9am- Friday 11/06 at NOON	Friday 11/06 by 2pm (signed REQUEST TO GRADUATE and registration forms)
Juniors (56-87 earned credits) & anticipated graduation date of May 2011 or later	10/26-10/30	Monday 11/02 at 9am- Friday 11/06 at NOON	Tuesday 11/03at 9am– Friday 11/06 at NOON	Wednesday 11/04 at 9am– Friday 11/06 at NOON	Friday 11/06 by 2pm (signed Registration forms)
Second Semester Sophomores (40- 55 earned credits)	11/02-11/06	Students who are Sophomores but have completed at least 40 and no more than 55 credits.		Monday 11/09 at 9am- Friday 11/13 at NOON	Friday 11/13 by 2pm (signed Registration forms)
First Semester Sophomores (26- 39 earned credits)	11/02-11/06	Monday 11/09 at 9am- Friday 11/13 at NOON	Tuesday 11/10 at 9am-Friday 11/13 at NOON	Wednesday 11/11 at 9am-Friday 11/13 at NOON	Friday 11/13 by 2pm (signed Registration forms)
Continuing Freshmen (less than 26 earned credits)	11/9-11/13	Students who have already completed a semester (or more) at Franklin Pierce but have less than 26 earned credits.		Monday 11/16 at 9am-Friday 11/20 at NOON	Friday 11/20 by 2pm (signed Registration forms)
New Freshmen (Students who are here for their first semester and have less than 26 transfer credits)	11/9-11/13	-----	Tuesday 11/17 at 9am-Friday 11/20 at NOON	Wednesday 11/18 at 9am-Friday 11/20 at NOON	Friday 11/20 by 2pm (signed Registration forms)

IMPORTANT NOTES ABOUT REGISTRATION:

If you select classes online but fail to turn in a signed registration form, *your course selections will not be saved!* Please make sure to complete all three steps in the registration process.

Unsure about your class standing? Use your Campus Web account – your class standing is listed under Personal Information.

If you miss your time on campus web you will need to bring a signed registration form down to the Registrar's Office in DiGregorio after online registration is complete so we can register you for classes. Online registration is only the START of registration for the Spring 2010 semester. Students can also register for Spring 2010 classes anytime after online registration is completed until just prior to the start of that semester.



Seniors (88+ earned credits) should already have a Request to Graduate form on file at the Registrar's Office and can make adjustments to their Spring schedules any time prior to the start of the Spring semester using the regular add/drop or registration forms. Seniors who need to turn in a Request to Graduate form or register/make changes to their Spring schedules should do so **PRIOR** to the start of online registration (before November 2nd).