

*****Complete the following three steps to register for Spring 2017 courses.*****

STEP 1—PREPARE FOR REGISTRATION

- **Log to CampusWeb** and select **Registration** to check for holds. Any hold, such as a financial hold with Student Financial Services, may prevent your ability to select courses, and must be settled prior to registering.
- Review all available courses on CampusWeb, beginning on **Wednesday, October 12, 2016**.
- **Plan your class choices.** Visit CampusWeb, click on the **Home** tab, select **Browse Courses** to check for available courses. Under the **Students** tab, visit **Advising/Registration** to view your Course Needs and Advising Worksheet.
 - The Advising Worksheet and the Curriculum Guides in the Academic Catalog should be used in planning your courses. The **Advising Worksheet** determines any outstanding courses for your program requirements. The **Curriculum Guides** describe what you should take, and when. Please consult with your advisor regarding any discrepancies on your advising worksheet. If issues remain, your advisor should contact the Registrar's Office.
- Make an **appointment** with your advisor to review your class choices.

CLASS LEVEL	ADVISING	REGISTRATION
Unsure? Check CampusWeb>Personal Info>Academic Info	Check holds, plan classes, and meet with advisor	
Seniors (88+ earned credits as of today)	Wednesday, Oct. 12–Tuesday, Oct. 18	Sunday, Oct. 23 – 12 p.m.—Friday, Oct. 28 – 4 p.m.
Juniors (56-87+ earned credits as of today)	Wednesday, Oct. 19–Tuesday, Oct. 25	Sunday, Oct. 30 – 12 p.m.—Friday, Nov. 4 – 4 p.m.
Sophomore (26-55+ earned credits as of today)	Wednesday, Oct. 26–Tuesday, Nov. 1	Sunday, Nov. 6 – 12 p.m.—Friday, Nov. 11 – 4 p.m.
Freshmen (0-25+ earned credits as of today)	Wednesday, Nov. 2–Tuesday, Nov. 8	Sunday, Nov. 13 – 12 p.m.—Friday, Nov. 18 – 4 p.m.


STEP 2—SELECT YOUR COURSES

- You will receive an email with your **assigned registration date and time** from the Registrar. It is important that you **DO NOT DELETE** this email and keep it for reference as registration opens.
- Do not wait until the last minute to register for courses! If you miss your assigned registration period, for **any reason**, you must wait to select courses until open registration (details below).
- **Log to CampusWeb.** Click on the **Home** tab, select **Registration** and accept the **Registration Agreement**. Once completed, you may begin to add courses to your **reserved** list.
 - If you have any difficulty, reference the **Online Registration Instructions** on the **Students** tab. It is recommended that you add all of your course selections at the same time. Once added, the 7-day timeframe for advisor approval begins.

STEP 3—ENSURE YOUR COURSES ARE APPROVED

- Once selected, your courses will remain in **reserved** status until approved by your advisor on CampusWeb. To alert your advisor that courses are ready for approval, you **must email your advisor**.

Once you are finished setting up your schedule, you can use this link to notify your advisor.

 [Send an approval request](#)

- **Your advisor has 7 calendar days to approve your selected courses.** Failure to do so will result in your courses being system-dropped. If your advisor has not approved your courses by day 5, you will receive a warning email. Please monitor your email during this time and contact your advisor immediately if you receive this warning.

*****OPEN REGISTRATION DATES FOR ALL STUDENTS*****

Monday, November 28 at 6 p.m.—Friday, December 2 at 4 p.m.

Registration for Spring 2017 closes on Friday, December 2 at 4 p.m. If you have a **hold** that is preventing registration and it is cleared after December 2, please call the Registrar's office at (603) 899-4068 or [email the Registrar](#) and we will help you register for Spring 2017 classes. All other registration changes can be made during the add/drop period when you return to campus in the spring (Tuesday, January 17, 2017—Tuesday, January 24, 2017).