

\*\*\*\*\* **REGISTRATION REMINDERS** \*\*\*\*\*

Read ALL Emails from the Registrar's Office – Keep This Document Handy for Reference; Details are on eRaven and/or CampusWeb

Refresh Policy Knowledge Prior to Registration – Credit Overload Minimum GPA, Repeats, CGPS Cross- Registration Limits, etc.

Read messages on registration/approval page – if the following message appears during registration, **STOP** and determine what needs to be done to rectify the issue. Do not proceed unless you intend to declare a program or submit a substitution or waiver form so that the course in questions DOES count.

If a document is to be submitted, it must be submitted as soon as possible; if not, the student will show up on a list indicating that the course(s) does not count and action must be taken. Proactivity is Key.



**Messages** (Scroll to Bottom of Page for Additional Actions Required)

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PL 107 41 O - Successfully added with warnings: This course does not contribute to the academic program and will not count towards the financial aid enrollment status. It may impact the financial aid award.

After every registration process, the advisor needs to approve – leave ample time to cover all steps

- This is especially important on the last day of add/drop – advisors will have until 10am the following day to approve any courses still in reserved status; those not approved will be DROPPED.

**Students CANNOT attend a class for which they are not registered. The student's name MUST appear on the roster to remain in class.**

➤ **Prerequisite Waivers** – Will be completed between the instructor and the student on CampusWeb. If a student wishes to register for a course where they lack the prerequisite, the student should email the instructor of the course and request a prerequisite waiver. Once an instructor has authorized a prerequisite waiver on Campusweb, they will let the student know so s/he can go back into CampusWeb, register for the course and then email his/her advisor(s) for approval.

➤ **Time Conflicts** – time conflicts of 10 minutes or less will require special processing. If a student would like to add a course that causes a time conflict within their schedule they must email the instructor of the course that will cause the conflict and ask that they will allow registration with the conflict. The instructor can then forward that email to [registrar@franklinpierce.edu](mailto:registrar@franklinpierce.edu), copy the student, and we will register the student (please include course number AND section). The student will then be registered and put into 'Reserved' status. The Registrar's Office will then email the student's advisor alerting them that a course is awaiting their approval on CampusWeb.

*Time conflicts greater than 10 minutes will not be approved*

➤ **Credit Overload** – Students who are looking to overload to 17+ credits, need to fill out an add/drop form (policy is detailed on the form). This form needs to be signed by the appropriate people and then brought to the Registrar’s Office. The student will then be registered.

➤ **Course Capacity Authorizations** (after the waitlists have been purged) – During the **add/drop period**, Instructors will use CampusWeb to grant students a Course Capacity Authorization for registration into a full course. **FOUR steps:**

1. if the instructor agrees to allow the student into the full course, the instructor posts the authorization on CampusWeb
2. the instructor lets the student know that the authorization has been posted so s/he can go back into CampusWeb and register for the course
3. the student emails his/her advisor(s) for approval
4. the advisor approves the course

*Students Must NOT WAITLIST (re-waitlist) for the course*

- ❖ If the student has more than one of the above for the same course, please process all CampusWeb based authorizations before requesting any further processing from the registrar’s office.
  - For example, if the student is requesting consideration for a time conflict, but one of the courses is missing the pre-requisite, process the pre-requisite waiver first.

➤ **Cross-Registration in CGPS** – Students who register for a course(s) in CGPS during the fall or spring semester **MUST** complete all registration activity by the end of the Rindge add/drop period. For financial aid, it is crucial that their record display **all** enrolled courses at the time aid is disbursed for the fall or spring semester. This includes both undergraduate & graduate coursework (ie for Plus students).