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Meeting with your Advisor

Each student meets with their primary advisor before their registration period opens. Your advisor will most likely reach out via email to see when you can meet to discuss courses for the next semester.

- Make an appointment with your advisor to review your class choices.
- Check your email for information from the Registrar’s Office.

Each student will receive an email like the one below. Be sure to read carefully, and keep the email for future reference:

---

**Register for Fall and Summer Classes in 3 Steps!**

**STEP 1—PREPARE**

1. Courses will be available to view on Campus Web beginning on Monday, February 24, 2020.
3. Now you will be able to see if you have any holds. Holds, such as a financial hold with Student Financial Services, may prevent your ability to select courses, and must be settled prior to registering. Holds will not appear under Registration until you have accepted the Financial Responsibility Agreement.
4. Browse Courses to check for available courses. Under the Students tab, click Advising/Registration on the left-hand side to find your Course Needs/Advising Worksheet. Your Curriculum Guide can be found in the Academic Catalog.
5. Make an appointment with your advisor to discuss course selection.

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<table>
<thead>
<tr>
<th>CLASS LEVEL</th>
<th>REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>All credits are credits earned towards graduation as of today.</td>
<td>This is for each class level, your individual time will be emailed to you on February 9th!</td>
</tr>
</tbody>
</table>
Financial Responsibility Agreement

BEFORE you can register, you must read and accept the Financial Responsibility Agreement. You must do this for each term in which you plan to register for courses. You should do this as soon as possible after the advising period opens to ensure you have enough time to finish all steps (including clearing holds).
Financial Responsibility Agreement

Introduction
Before being able to access the Add/Drop Courses screen, you must accept the Financial Responsibility Agreement conditions stated below.

Instructions
Please read the following terms carefully and indicate your acceptance by selecting the "I agree" radio button below and clicking the Submit button.

Response to Financial Conditions

1. PAYMENT OF FEES/PROMISE TO PAY

I understand that when I register for any class at Franklin Pierce University or receive any service from Franklin Pierce University I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation) for an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8) in which Franklin Pierce University is providing me

STUDENT AGE

I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by Franklin Pierce University are a necessity, and I am contractually obligated pursuant to the "doctrine of necessaries."

*Required
- I agree
- I decline
Holds

Before you can register for courses, you need to be clear of any registration holds. The most common holds are for financial/billing purposes, but you might also see athletics or missing transcript. After you sign the Financial Responsibility Agreement, the hold will display in the middle of the add/drop window.
Assigned Registration Time Slot

Each student will receive an individualized email from the Registrar’s office with the details of their registration period. The email includes the date/time range within which the you can register. You must open and read the email. DO NOT DELETE because you will need to reference it as your registration period approaches. Example below:

Hello Candy,

Please DO NOT DELETE this email.

Your assigned registration period for the Spring 2017 semester is: **November 16 at 6 p.m. to November 17 at 4 p.m.**

- Keep this email in a safe place so you can refer to it as registration opens.
- If you miss your assigned registration period, regardless of the reason, you must wait until open registration.
- Open Registration dates for ALL students is **Monday, November 28 at 6 p.m. through Friday, December 2 at 4 p.m.**

If you have any questions, please see your advisor.

Thank you,
Registrar's office
Registering for Courses

After accepting the Financial Responsibility Agreement, and once your assigned registration time slot has arrived (Add Period Open/Drop Period Open), you may begin to register for courses.

The term will default to either fall or spring; if you need a different term, select from the dropdown menu.
To register, check the box* to the left of the course you want. See the **Status** column to ensure the course is open for enrollment; also, check the **Schedule** to avoid registering for classes at the **same day/time**. *If you have no checkboxes, there is either a hold on your account or your assigned registration period is closed.

![CampusWeb Registration - Results](image)

*Add/Drop > Results*

**Search Results**

Search Again

Term: Rindge 2016/17 Fall Semester ▼ Division: Undergraduate ▼ Search

<table>
<thead>
<tr>
<th>Add</th>
<th>Textbooks</th>
<th>Course Code</th>
<th>Name</th>
<th>Faculty</th>
<th>Seats Open</th>
<th>Status</th>
<th>Schedule</th>
<th>Credits</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>AC 001 01</strong> COMPETENCY EXAM IN ACCOUNTING</td>
<td>Betts, Christine</td>
<td>23/30</td>
<td>Open</td>
<td>To Be Announced; Rindge Campus, Bldg Undecided</td>
<td>0.00</td>
<td>12/15/2016</td>
<td>12/15/2016</td>
<td></td>
</tr>
<tr>
<td>✔</td>
<td></td>
<td><strong>AC 101 01</strong> PRINCIPLES OF ACCOUNTING I</td>
<td>Lane, Tiffany J</td>
<td>1/28</td>
<td>Open</td>
<td>TR 8:00 AM-9:15 AM; Rindge Campus, Fitzwater Center, Classroom</td>
<td>3.00</td>
<td>8/30/2016</td>
<td>12/15/2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>AC 101 02</strong> PRINCIPLES OF ACCOUNTING I</td>
<td>Betts, Christine</td>
<td>0/28</td>
<td>Full</td>
<td>MWF 9:00 AM-9:50 AM; Rindge Campus, Marcucella Hall, Geology Lab /Classroom</td>
<td>3.00</td>
<td>8/30/2016</td>
<td>12/15/2016</td>
<td></td>
</tr>
</tbody>
</table>

*Add Courses*

As you register, your courses held for advisor approval. Pay VERY close attention to the Messages – you will be told a variety of things here. For example:

- **Course Repeat** – you’ve taken this course before, do you really want to take it again?
- **Time Conflicts** – you may not be able to take this course without special permission
- **Prerequisite Error** – you are missing the prerequisite for this course; you may request a waiver
- **Co-Requisite Error** – you are missing the co-requisite for this course; you may request a waiver
- **Full Courses & Wait-listing** – this course is full, there is no seat available for you
- **Credit Overloads** – without additional approval, you may not enroll in more than 17 credits
- **Your course doesn’t count for your program(s) and may affect financial aid** (see Student Financial Services with questions)
Emailing Your Academic Advisor

Courses will remain in reserved status until your **advisor approves** (advisor has 7 calendar days). To notify your advisor, you must scroll to the bottom of the Registration Results screen and click on Email Your Advisor – **just once** – after you are finished adding all of your courses. If you have more than one advisor, select your primary major advisor.

Primary Advisor

Your Primary Advisor is your major advisor. If you have a second major, your Primary was selected upon declaration. If you are unsure, select the advisor with whom you planned out your schedule. **If you click “send email” without checking any of the boxes, no email will be sent.**
Warning Email for Courses Not Approved

Your advisor has 7 calendar days from the time you add your courses to approve your reserved courses. If your advisor does not approve by day 5, **YOU** will get a reminder email. If you get this reminder, you should contact your advisor immediately. If your courses are not approved, they will be system-dropped and you may not be able to re-register for them.

![Advisor Approval for Course - Reminder](image)

Dropping Courses

You may drop courses and re-arrange your schedule during your assigned registration period. If you choose to do this, please note that your advisor may have already approved the first set. Further, any new courses you add, you will need to make sure you inform your advisor as soon as possible. You may use the "email my advisor" block again, but should also communicate directly so that your advisor doesn’t think it is a duplicate message.

![Selected Courses - Awaiting Advisor Approval](image)
Full Courses & Wait-listing

If you are looking to register for a course that is full, you have the option to place yourself on the wait-list. If a seat becomes open, the Registrar (registrar@franklinpierce.edu) will email you to let you know that you have been moved into the course.

If you choose to be wait-listed*, you will be added to the list in chronological order. During the pre-registration period, wait-lists are managed in the Registrar’s office.

- If a seat becomes available for you, you will be registered and notified.
  - Your wait-listed course does not officially count toward your total enrollment credits for the semester, however Student Financial Services will prepare your bill as if you were registered for the wait-listed course(s).
- If a seat doesn’t become available for you, you will be notified when the wait-lists are purged (typically the Friday before the semester begins).
  - At that point, the ability to register for a full course is up to the instructor of the course; you would need to email him/her requesting a Capacity Authorization.
    - If you are granted a Capacity Authorization, the instructor will tag your record on CampusWeb and you will be able to register for the course yourself on CampusWeb (and request approval from your advisor as noted above).
    - If you are not granted a Capacity Authorization, you will need to select another course.

*Some lecture/lab courses do not allow wait-listing; some courses have wait-listing disabled until sophomore or freshman registration week.
Prerequisite Error

A prerequisite is a course that must be taken and successfully passed* before registering for the next course. Example: GLE110 must be completed before registering for GLE120. If the course you are attempting to add displays a prerequisite error, you should check the course’s prerequisite (click on the course code).

*If you are currently enrolled in the prerequisite course, you will be able to register for the next course.

If you do not have the prerequisite(s) and you believe you still qualify for registration in the course, you must email the instructor and request a Course Requisite Authorization. If s/he approves, an authorization to bypass the prerequisite will be attached to your record by the instructor allowing you to then add the course to your schedule on CampusWeb. You will then need to seek out your advisor approval to complete the process.
Co-Requisite Error
A co-requisite is a course that must be taken at the same time as another. Example: BI101 must be selected and added at the same time as BI101L. This is most common with lecture/lab combinations.

<table>
<thead>
<tr>
<th>Courses Not Yet Registered</th>
</tr>
</thead>
<tbody>
<tr>
<td>We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BI 101 38</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Info:</td>
</tr>
<tr>
<td>Error:</td>
</tr>
<tr>
<td>Resolution:</td>
</tr>
</tbody>
</table>

If you cannot take the co-requisite simultaneously, you will need to email your advisor and the instructor and ask for permission. If the instructor approves, forward that email approval to the Registrar (registrar@franklinpierce.edu). The Registrar will complete the registration.

Time Conflicts
If the course you are attempting to add displays a time-conflict error, you may email both course instructors to see if one would allow you to either leave early or arrive late. Please note that the course overlap is 10 minutes maximum.

<table>
<thead>
<tr>
<th>AC 102 04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AN 216 01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error:</td>
</tr>
</tbody>
</table>

If you and the instructors have worked out a solution, please forward that email thread to the Registrar (registrar@franklinpierce.edu). The Registrar will complete the registration.
Credit Overloads
If you are looking to register for 18 or more credits, you need to fill out a paper add/drop form, have it signed by the appropriate people then bring it to the Registrar's Office.

Course Repeat
You will be warned if you attempt to retake a course you've previously passed. Students may repeat only those courses taken at Franklin Pierce University from which they withdrew or have earned a grade of D, D- or F. Courses with an earned grade of D, D- or F may be repeated twice; withdrawn courses may be repeated without limit*. However, since course repeats may impact financial aid eligibility, students are highly encouraged to contact Student Financial Services (SFS) prior to repeating a course (See Academic Catalog for full details on repeating a course).

*All withdrawn courses count as attempted credits.