

### ***Pre-Registration for the Spring Semester 2010—***

Pre-registration for the spring semester 2010 begins on Saturday, October 24 – Friday, November 13, 2009. Pre-registration may be accomplished in two ways: (1) those who qualify may pre-register on-line through their Web Access accounts or (2) through the academic adviser in the traditional manner. In any case, students must meet with an adviser to register for ADVS-100—a non-credit course that can only be added by an adviser thereby assuring that all students have counseled with an adviser during the registration process.

By opening the system before the Monday, October 26 date posted in the University Calendar, those students with *first* priority who encounter problems either with the computer system or with their course selections will have time to schedule appointments with their advisers while still taking advantage of their registration priority. Adviser assisted pre-registration does not begin until Monday, October 26.

Registration priority is set for the following categories and student groups: Saturday, October 24 – Friday, November 13, 2009.

**SATURDAY, OCT. 24 – TUESDAY OCT. 27—**Students with 97+ *completed* hours, athletes, cheer leaders, pep band members, Honors students and Teaching Fellows will register either on-line (if they meet the conditions for on-line registration) or with their faculty advisers. Access will be denied for these students at the close of this window of opportunity. It will remain open for advisers to make schedule adjustments or corrections.

**WEDNESDAY, OCT. 28 – THURSDAY, OCT. 29—**Students with 80 to 96.9 hours *completed* may register on-line through their WebAccess (if they meet the conditions for on-line registration) or with their advisers. Access will be denied for these students at the close of this window of opportunity. It will remain open for advisers to make schedule adjustments or corrections.

**FRIDAY, OCT. 30 – TUESDAY, NOV. 3—**Students with 48 to 79.9 *completed* hours may register on-line through their WebAccess (if they meet the conditions for on-line registration) or with their advisers. Access will be denied for these students at the close of this window of opportunity. It will remain open for advisers to make schedule adjustments or corrections.

**WEDNESDAY, NOV. 4 – MONDAY, NOV. 9—**Students with 12 to 47.9 *completed* hours may register on-line through their WebAccess (if they meet the conditions for on-line registration) or with their advisers. Access will be denied for these students at the close of this window of opportunity. It will remain open for advisers to make schedule adjustments or corrections.

**TUESDAY, NOV. 10 – FRIDAY, NOV. 13—**Students with fewer than 12 *completed* hours must register through their advisers during this window of opportunity. Access will be denied for these students at the close of this window of opportunity. It will remain open for advisers to make schedule adjustments or corrections.

### **To qualify for on-line registration:**

To be eligible for on-line registration, students must have *completed* a minimum of 12 semester hours with an overall ‘C’ average (2.000) or better. Students with grade

point averages below 2.000 or who have *completed* fewer than 12 semester hours must register during their priority time by appointment with their academic advisers.

**Things to do prior to pre-registering:**

1. Read the University Bulletin in effect at the time you entered Campbell University and understand that you are responsible for its contents relative to your major and degree requirements.
2. Run a “Degree Audit” through your WebAccess, observing requirements and making sure that any exceptions, exclusions, or waivers that have been granted by an appropriate dean have been posted.
3. Make sure that you have no “hold” flags that will prevent you from pre-registering on-line or through you adviser. Hold flags typically blocking a student’s registration include: AR—Financial, ADM—Admissions, SA—Honor Code, PC—Provisional Students, LOW—grade point average too low to qualify for on-line registration, and RT—Retention. Students logging onto their WebAccess accounts will be able to see if they have hold flags; the telephone number of the office responsible for placing and removing the flags will also be provided.

**Please note that ONR is a hold flag that prevents students from registering “on-line” until they are eligible to do so under the rules for on-line registration. It is automatically removed when a student becomes eligible and is reinstated when the student’s “window of opportunity” closes. Advisers can override an ONR hold.**

4. Secure an appointment time with your adviser during your registration priority time to review your on-line pre-registration or to pre-register you. The adviser will also add ADVS-100 to the schedule to verify that you have seen an adviser.

**How to Register On-Line:**

A slide demonstration has been posted to the Campbell University Website which provides step-by-step instructions to assist students with registering on-line. A green bar at the bottom of the demonstration permits students to pause, rewind, or fast-forward through the demonstration. The location of this file on our Website is:

[http://www.campbell.edu/students/tech/studenthelpdesk/support\\_docs/onlinergn/registering.htm](http://www.campbell.edu/students/tech/studenthelpdesk/support_docs/onlinergn/registering.htm)

Remember, when registering for classes on-line, you need to register for the following term(s):

Be sure to schedule an appointment with your adviser before Friday, November 13, 2009, to have **ADVS-100** added to your schedule. This non-credit class lets us know that all schedules have been approved by a faculty adviser!

**Confirming Registration:**

To *confirm* your pre-registration, please verify your plans to return to Campbell for the spring semester 2010 by going to your WebAccess screen following your pre-registration. The confirmation screen will be open concurrent with pre-registration starting October 24 and remaining open until midnight on Monday, December 14, 2009. Schedules which have not been confirmed will be deleted.