

## REGISTRATION INSTRUCTIONS FOR SPRING 2010

**YOU MUST MEET WITH YOUR ASSIGNED ADVISOR IN ORDER TO BE ABLE TO REGISTER THROUGH THE WEB. NO OTHER FACULTY CAN AUTHORIZE YOU TO REGISTER THROUGH THE WEB**

1. Schedule an appointment to meet with your faculty advisor during their advising time. Don't wait until the last minute to try to see your advisor.
2. Review your academic record by selecting the Program Evaluation in WebAdvisor.
3. Preview the Spring Term 2010 Course Schedule. In WebAdvisor, select Course Search and search on the Spring Term 2010.
4. Discuss your course choices for Spring 2010 and academic plans with your faculty advisor
5. Use the **REGISTRATION WORKSHEET** to list your 1st choice and alternate course choices. The worksheet will help you when you begin to enter your course information into WebAdvisor. The worksheet can be found on the Registrar's Office home page.
6. Your advisor must update your status in WebAdvisor in order for you to be eligible to register. **DO NOT LEAVE** your meeting until you are sure your advisor has done this. You will not be able to access the system if your status has not been updated.
7. You must have cleared any registration holds before you can access the system. This will include holds placed by the Business Office or the Dean of Students Office.

### Remember

1. Students may register for no more than 4 full-credit courses during this period. Students who want to take 5 full-credit courses may pick up the extra course during the add/drop period.
2. Students may register for partial-credit courses in addition to the 4 full-credit courses. The maximum number of credits may be no more than 4.75 units.
3. All students are advised to have one or two alternate courses for each preferred choice. This will make the registration process go more quickly in case you find a conflict or are closed out of a first-choice course.

**COURSES ARE FILLED ON A FIRST-COME, FIRST-SERVED BASIS.** The status of a course will be updated to **CLOSED** or **WAITLIST** when the last available seat has been taken.

**NOTE:** Many departments have restricted courses to specific class years. Please check the **REGISTRATION RESTRICTIONS LIST** in this booklet or on the web when you plan your schedule. An **R** to the far right of a course in the course listings also indicates that the course has restrictions.

## REGISTRATION INFORMATION

**SECTION BALANCING:** Multi-section course **may** require balancing after registration to assure an even distribution of students among the sections, and to place as many students in the course as possible.

**COURSES WITH PERMISSION REQUIRED:** To register for Courses that require instructor's permission, you must bring a completed and signed COURSE CHANGE FORM to the Registrar's Office during regular business hours DURING YOUR CLASS REGISTRATION WINDOW.

**SCHEDULE ADJUSTMENTS:** There will be a schedule adjustment period after the registration period. Dates and times will be announced at a later date.

### CLASS YEAR DETERMINATION:

Class year is determined by the total number of units a student is currently registered for and the total number of units completed. Class years are changed when it is determined that the student will not have enough credits completed at the end of the term to complete with the rest of the class. Students will receive notice of their class year change and the appropriate offices/department on campus will be notified.

If a student is able to make up the credits through approved summer transfer credits, a class year can be adjusted after the work is completed.

Students who plan to complete their requirements in December will be members of the following May's class and will be granted their diploma at the ceremony in May.

### CRITICAL LANGUAGE COURSES:

Special Class Information for Critical Language Courses

Italian, Arabic and Hebrew are offered as regular courses. See Critical Languages Program (CLNG) for schedule information.

Swahili and Hindi are offered as self-instructional courses that meet three times a week with a student tutor. Please read the Student Study Guide on the Critical Languages Program website for information on Program format: [www.hamilton.edu/academics/clp](http://www.hamilton.edu/academics/clp). Follow the normal procedure for enrolling in the course and see Mary Beth Barth by 4pm the first day of classes for course information and schedule (TBA according to tutor and student course schedules).

### NOTE FOR ECONOMICS CONCENTRATORS

Concentrators in Economics should note the following change: Beginning Fall 2006, all 400-level courses that fulfill the senior project requirement will have two course numbers associated with them to distinguish seniors who are using the course to fulfill the senior project requirement from other students. To use the course to fulfill the senior project requirement, seniors must enroll in the version numbered between 470 - 489.

Students who intend to take Economics 275: Beginning Fall 2007, Economics 275 will have Math 113 or the equivalent as one of its prerequisites.