REGISTRATION DIRECTIONS – PHASE I

1. **Review** the Spring 2017 Schedule of Classes and the appropriate Catalog editions for the distribution and major program requirements of your chosen program of study.

2. **Note** possible subject areas or specific courses that are of interest to you. You may use the Student Scheduling Worksheet from the Schedule of Classes to do so. You may also put your desired classes in your shopping cart. *Please note this does not register you for classes.*

3. **Meet** with your advisor between October 19 – November 2, 2016. *(Your advisor as shown on your record in the Registrar’s Office as of October 19, 2016)*.

4. **Doublecheck** with your advisor for time conflicts and pre-requisites.

   **If Registration Forms Are Necessary:**

1). **Complete and sign** your registration form before you leave the meeting with your advisor. Your advisor must also sign it. You and your advisor will each keep a copy.

2). **Bring** your registration form to the Registrar’s Office. *A staff member will input your request while you wait.* This is NOT your final schedule.

3). You will be informed on the spot if there are any holds on your registration, if you lack any prerequisites, or if you have any schedule conflicts. You must resolve these issues before the end of Phase I.

4). You will not be allowed to drop off your form and leave. You should expect to spend at least 10 minutes with the Registrar’s staff (it could be more depending on when you come to the office). *You may not miss class or any other academic obligations.* You have two weeks to complete Phase I, everyone will have plenty of opportunity to pre-register without missing classes to do so.

**Forms will not be accepted after 4:15 p.m. on November 2, 2016.**
This registration session is to allow you to resolve holds or other issues which would prevent the processing of your request. **It will not determine final availability of courses** (i.e., which courses you get and which ones are full). Your final results will be available on WebAdvisor after Phase I. Use Phase II to complete your schedule if needed.

**At the End of Phase I:**
Registration results will be available on WebAdvisor on **Friday, November 11, 2016** notifying you of the status of your course requests. Compare your results to your copy of the registration form. If you received everything you requested, even if moved into a different section, you will not participate in Phase II. If you want to make changes to your schedule, you must wait until Monday, November 21, 2016.

If you did not receive all the courses you requested you must continue with Phase II.

**PHASE II – Students Who Do Not Receive a Complete Schedule**

You will be assigned a day to come to the Registrar’s Office, either **November 16, 17, or 18**, based on your current class level (freshman, sophomore, junior or senior) which is defined by the number of semester hours you have completed. At that time, you will complete Phase II of the registration process. **The appointment day is for you to come to the Registrar’s Office. You must meet with your advisor prior to this day.**

**THE DEADLINE FOR ALL INTERNSHIP, INDEPENDENT STUDY AND HONORS APPLICATIONS FOR SPRING 2016 IS WEDNESDAY, November 2, 2016.** You can print out the appropriate form by going to the Registrar’s home page and student forms.

Forms for declaring a major or minor, changing your graduation date, etc., are available on the Registrar’s home page under Student Forms.

College policies and curriculum are spelled out in the Catalog. Students requesting any exceptions to policy, such as a course substitution, must appeal to the Academic Standards Committee. Appeal forms are available in the Office of the Registrar or on the Registrar’s home page under Student Forms.

**STUDENTS NOT RETURNING TO Lycoming College**
Students who decide to discontinue their studies at Lycoming after the completion of the Fall 2016 semester must notify the Office of the Registrar in writing as soon as possible and before the beginning of the Spring 2017 semester.