Dear Students and Advisors,

I am writing to highlight a few details about Phase 1. For additional information, read my March 16th email below.

1) Course registration begins on Monday and will last through April 13.

2) Students should place desired courses in the Course Queue on WebAdvisor. Only advisors can submit courses for registration.

3) Students should check for registration holds on WebAdvisor and take steps to resolve them. Scroll down for instructions.

4) Students should review their program evaluation and the course catalog as guidance for deciding which courses to place in the Course Queue. Scroll down for instructions. If you need help reading your program evaluation or understanding your degree requirements, please reach out to me and/or your academic advisor.

5) Students may request to be signed into a course. To do so, students should send their request via email to registrar@lycoming.edu, copy their advisor and the course instructor, and wait for the faculty members to approve their request. Scroll down for additional information about course sign-ins.

6) Students may apply for an independent study or honors project. To do so, complete the application form found on WebAdvisor, send the completed form to registrar@lycoming.edu, copy the appropriate faculty members, and register for ISH-800-4. Scroll down for additional information about independent studies and honors projects.

7) Students may request to change their advisor or program (major, minor, etc.). See March 23rd email here for instructions.

8) Students should check their email inbox for outreach from their academic advisor.

Please let me know if you have any questions about course registration or degree requirements. For quick reference, visit our Spring 2020 Guidance webpage for all Registrar’s Office announcements.

Sincerely,

Jilliane

Jilliane Bolt-Michewicz, Registrar

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www.lycoming.edu/registrar
Dear Students and Academic Advisors,

The Registrar’s Office is developing strategies to transform paper-based procedures into electronic formats. As each solution is ready, I will send an email announcement to students and faculty. For a summary of past email announcements and projects in the queue, visit our new webpage Guidance for Spring 2020. I’m writing now to share important updates about Fall 2020 course registration.

**Phase 1 registration has been delayed and will last from March 30 through April 13.** As is always the practice, students will use WebAdvisor to search for courses and place them in the Course Queue. And like usual, only advisors can submit these courses for registration. New this semester, advising meetings will take place via phone, email, video chat, or other remote methods. Students, watch for outreach from your advisor with instructions for scheduling and preparing for your advising meeting.

**Common Student Questions:**

**How do I check for registration holds on my account?**

On WebAdvisor, click on Financial Information and then Student Restrictions. Here you will see a list of any registration holds and the office that placed it. Your next step is to contact that office and ask for guidance on resolving your hold. Two common registration holds placed by the Registrar’s Office are the contact number agreement hold and the EAE hold. Students can easily resolve both holds with a few clicks on WebAdvisor— see instructions from my March 9th email below.

**How do I know which courses I should take in the fall semester?**

While your advisor is a great resource for making these decisions, it’s important that you strive to understand your degree requirements, too. The two best resources that all students should practice using are your program evaluation and the college catalog.

1) Your program evaluation itemizes the courses you’ve completed, as well as the courses still needed to complete your distribution requirements and any declared majors or minors. You can even use the “what if” feature to explore requirements for majors you are considering declaring. To access your program evaluation on WebAdvisor, click Academic Profile and then Program Evaluation.

2) The college catalog outlines the requirements for the distribution and every major and minor. Every student receives a printed copy of the college catalog at New Student Orientation. If you’ve misplaced your print copy, you can find the college catalog online. In most cases, students are assigned to the catalog year based on when they started at Lycoming College (i.e. if your first semester at Lycoming was Fall 2017, your catalog year is probably 2017-18). If you are unsure what catalog year to select, check the top of your program evaluation.

**How do I put courses in the Course Queue?**

On WebAdvisor, select Academic Profile and then Course Selection. Search for courses using the parameters of your choosing. Check the box next to the course you want to take and click Submit at the bottom of the page. For additional support, see attachment.
What if I want to take a course but I haven’t completed all of the prerequisites?

Typically, students would complete the paper scheduling form and collect signatures from their academic advisor and the course instructor. This semester, students should submit scheduling requests to registrar@lycoming.edu and include the appropriate faculty members on the “CC” line. Be sure to explain your situation— which prerequisites are missing, why you want/need this course, etc. As long as both the advisor and instructor reply with their approval before the end of Phase 1, the Registrar’s Office will enroll you in the course. Reach out to faculty early— Phase 1 ends at 4:30 p.m. on April 13.

I have more than one advisor… Which one should I work with for course registration?

When students have multiple advisors, one is designated as the “primary advisor” and this is who should submit your courses during Phase 1 registration. If you cannot remember which one is your primary advisor, visit WebAdvisor and click on Academic Profile and then My Student Information. If you want to change your primary advisor, submit your request to registrar@lycoming.edu and include the appropriate advisor on the “CC” line.

How do I register for an independent study or honors project?

Independent studies and honors projects require committee approval. To apply, complete the application (found here), submit it to registrar@lycoming.edu, and include the appropriate faculty on the “CC” line. While waiting for the Committee’s response, ask your advisor to register you for ISH-800. This course is a 4-credit “placeholder” until the Registrar’s Office enrolls you in the true course.

How and when will I know if I got into the classes I requested?

Students and advisors will receive an email from the Registrar no later than April 23 announcing that Phase 1 results are ready to view on WebAdvisor.

What if I find out that I didn’t get into all of the courses I requested?

Get in touch with your advisor to come up with a new plan. Phase 2 registration will take place on April 27-29. As always, seniors and juniors will have priority to register on the first day, sophomores on the second day, and first-year students on the third day. Phase 2 will take place remotely, likely via email. Once those details are finalized, I will reach out to the campus again.

Please let me know if you have additional questions or concerns about course registration. I look forward to your feedback and appreciate your understanding as we make navigate new approaches for supporting students remotely.

Sincerely,

Jilliane

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Dear Warriors,

I am writing to share some important details about Phase 1 course registration which will take place after spring break from Wednesday, March 18 through Wednesday, April 1. Before meeting with your academic advisor, please take action on the following items:

1. **Update your Contact Phone Number and Bill Pay Agreement.** This step is required every semester, and all students have a registration hold until they verify this information.
   a. To remove the hold, follow these steps: WebAdvisor >> Current Students >> Campus Information >> Contact Number Verification and Agreements >> complete the form >> click Submit.
   b. See attached email from March 2 with additional details about this hold.

2. **Search for Fall 2020 courses on WebAdvisor and add them to your Course Queue.** During your advising appointment, your academic advisor will access the course queue and help you decide if these are good choices for next semester. Please keep in mind that the Course Queue is like a “wish list” and only your advisor can submit these courses. Also, the Course Queue does not check for time conflicts or prerequisites—you must pay close attention to these details.
   a. Attached are instructions for utilizing the Course Queue.

3. **Review the list of Enhanced Academic Experience (EAE) options.** All students are required to declare an EAE by the end of their sophomore year or before earning 64 credits. Your EAE intention can be changed later, and some EAEs require additional paperwork to officially declare.
   a. To declare your EAE or review your options, follow these steps: WebAdvisor >> Current Students >> Academic Profile >> EAE Intention Identification >> select one or more EAEs >> click Submit.

4. **If you are intending to register for an independent study or honors project for the upcoming semester, please submit your application to the Registrar’s Office by the last day of Phase 1 (April 1).** These forms can be found on MyLyco under Menu >> Offices >> Registrar’s Office. In addition to the application, students must register for ISH-800, a placeholder course until the application is approved by the Independent Studies Committee. If your application is denied or you change your mind, this course can be dropped later.
Students will be notified about their Phase 1 results by Monday, April 13. For those who do not receive a full schedule or wish to make changes, Phase 2 course registration begins on April 15 for seniors and juniors, April 16 for sophomores, and April 17 for first-year students.

Please let me know if you have any questions about course registration.

Sincerely,

Jilliane

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