Dear Warriors,

The results for Phase 1 registration are now available on WebAdvisor under Current Students >> Academic Profile >> Phase 1 Registration Results. For each course selected during Phase 1, the following outcomes are possible: enrolled, dropped, canceled, or moved to a different section.

Phase 2 registration will take place remotely using an Online Scheduling Form. Phase 2 participation is determined by current class level. Students may participate on their designated day or later:

- Monday, April 27: seniors and juniors (56+ completed credits)
- Tuesday, April 28: sophomores (24-55 completed credits)
- Wednesday, April 29: first-year students (0-23 completed credits)

Instructions for Phase 2:

1. Students should meet remotely with their academic advisor(s) to discuss schedule changes.

2. Students should submit the Online Scheduling Form no earlier than 8:00 a.m. on their designated day for Phase 2 registration. The Registrar’s Office will process scheduling requests on a first-come, first-served basis during business hours (Monday through Friday from 8:00 a.m. to 4:30 p.m.). Requests may be delayed if there are course conflicts or incomplete prerequisites.

3. Instructor approval is required to waive prerequisites or to be signed into a closed course. In these situations, students should reach out to the instructor in advance to ask for permission to enroll in the course. If the instructor agrees, students should save this email and forward it to registrar@lycoming.edu on their designated day for Phase 2 registration—be sure to include the instructor and your advisor on the “CC” line of the email.

4. Once the Registrar’s Office processes the scheduling request, a confirmation email will be sent to the student and academic advisor (and course instructor, if their approval was needed).

The Registrar’s Office will continue accepting Online Scheduling Forms through Friday, August 28 at 4:00 p.m. During the add/drop week (Aug. 31 – Sept. 4), schedule changes will require the typical, paper Scheduling Form with signatures dropped off in-person at the Registrar’s Office front counter.

General Advice:

1. Registration Holds: Be proactive. Check WebAdvisor to ensure your account is clear of any holds that would prevent you from participating in Phase 2. To check your hold status, go to Financial Information >> Student Restrictions.

2. Course Search: When searching for classes on WebAdvisor, select the checkbox for “open courses only” to limit your search results.

3. Full-time status: Enrollment in fewer than 12 credits is considered “part-time status” and impacts financial aid eligibility. To ensure an accurate bill for Fall 2020, be sure to register for a full-time class schedule (12 or more credits) by the week of July 1. Direct questions about financial aid to Jim Lakis and questions about billing to Cindy Springman.

Please feel free to contact me directly if you have any questions about Phase 2 registration.

Sincerely,

Jilliane

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