SELECTING COURSES FOR YOUR ADVISING SESSION

- Log into your "myLyco" account
- Under "Current Students", locate "Academic Profile",
- From “Academic Profile”, choose “Course Selection”,
- Then choose “Click to Search for Courses”
- Enter Term and any other filters you would like.
- Submit
- Options include: Open courses only, By time, By subject, By course level, By course number, By section, By day, By distribution, By instructor
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- To add courses to your queue simply put a check in the appropriate box and SUBMIT.

- To VIEW and/or REMOVE courses from your queue
- Go to Academic Profile
- Go to Course Selection
- Go to “Click to view Course Selections.”
- Add a check to the box of the course you wish to REMOVE and SUBMIT.
- To view – Click on the Section Name
- To keep the course selections – do nothing but exit.

YOU ARE NOW READY FOR YOUR ADVISING SESSION.
YOU ARE NOT REGISTERED FOR THESE COURSES.
ONLY YOUR ADVISOR OR THE REGISTRAR’S OFFICE MAY COMPLETE YOUR REGISTRATION.
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AFTER YOUR ADVISING SESSION

1. **PRINT** YOUR **PREFERRED** SCHEDULE  
   a. **VERIFY** your selections are **ACCURATE** and **COMPLETE**  
   b. This schedule is **NOT GUARANTEED**.

2. When you receive email notification that Phase One results are now ready:  
   a. Go to myLyco, **ACADEMIC PROFILE**, select **PHASE ONE REGISTRATION RESULTS**  
   b. **CHECK** your schedule again.  
   c. You may have **not received ALL of course selections**  
   d. You may have all of your course selections but **NOT have the same section (time)** you chose.  
   e. The Registrar’s Office is often instructed to create another class section so everyone who wants it can take it. Or one particular time has too many people wishing for it so we are forced to move you to another section.  
   f. Schedule another advising session if needed.

3. **Those students who have a FULL schedule – meaning 16 credits – are not allowed to participate in PHASE TWO**  
   a. Even if you were moved from section A to B, if you still have 16 credits you must wait for open registration to begin.  (Monday after end of PHASE TWO)

FAQ’s

1. I was signed into a course – why did you drop it from my schedule?  
   a. You need to see the department/instructor, we often do not know the why. We were simply notified to do so.

2. Can I add a course back onto my schedule?  
   a. YES, providing there are openings or you are signed into the course by the instructor.

3. What do you mean I need the instructor’s signature again? He/She signed me in during Phase One.  
   a. A signature in Phase One does **NOT** apply to Phase Two. Something changed between Phase One and Two or we would not have dropped you from your preferred section or course.

4. Do I need my advisor’s signature?  
   a. YES. You **ALWAYS** need your advisor’s signature when making schedule changes.

5. Do I need the instructor’s signature?  
   a. **POSSIBLY** - if the course is open **NO**  
   b. If the course is closed – **YES**  
   c. If you are missing prerequisites – **YES**  
   d. If there is an overlap between two courses – **YES** – FROM BOTH INSTRUCTORS. (The course you’re leaving early/arriving late to.)

6. Can my friend/roommate/random stranger drop off my schedule change for me?  
   a. **NO** (Some exceptions may be made due to extenuating circumstances however PRIOR approval is needed from the Registrar.)