

CENTRE COLLEGE - OFFICE OF THE REGISTRAR
REGISTRATION
CentreTerm and Spring Term 2010

Registration information for CentreTerm and spring term 2010 is being mailed to students and faculty on October 23. Students have two weeks, October 26 – November 6, to consult with their advisor(s) prior to registration. Please schedule an appointment with your advisor(s) right away. Your advisor must clear you for registration for BOTH terms in Centre Net BEFORE you can register.

Students may register online (see attached instructions) or in the Registrar's Office at their appointed time. The Registrar's Office will open at 7:00 a.m. during the week of registration:

REGISTRATION SCHEDULE

Current Seniors (SR)

Last Names A-K	Monday, Nov. 9	7:00 a.m. and after
Last Names L-Z	Monday, Nov. 9	7:30 a.m. and after

Current Juniors (JR)

Last Names L-Z	Monday, Nov. 9	12:00 noon and after
Last Names A-K	Monday, Nov. 9	1:00 p.m. and after

Current Sophomores (SO)

Last Names A-G	Tuesday, Nov. 10	7:00 a.m. and after
Last Names R-Z	Tuesday, Nov. 10	11:15 a.m. and after
Last Names H-Q	Wednesday, Nov. 11	7:00 a.m. and after

Current First-Years (FR & FF)

Last Names H-Q	Thursday, Nov. 12	7:00 a.m. and after
Last Names A-G	Thursday, Nov. 12	11:15 a.m. and after
Last Names R-Z	Friday, Nov. 13	7:00 a.m. and after

NOTES:

Students may be blocked from registration for a variety of reasons; registration holds are clearly indicated in Centre Net.

Your classification (SR, JR, SO, FR, FF) is posted on Centre Net in the CX-Student Profile Portlet under Biographical Data. You cannot register BEFORE your appointed time according to your classification. Please do not attempt to do so; unnecessary traffic on CentreNet will slow the online registration process for other students.

Online registration will close at 4:00 p.m. on Friday, November 13. Returning students who do not register by November 13 may register subsequently in the Registrar's Office during regular office hours but not online.

THE SCHEDULE OF CLASSES, SPRING TERM EXAM SCHEDULE, AND NEW COURSE DESCRIPTIONS ARE POSTED ON THE REGISTRAR'S HOMEPAGE. PAPER COPIES WILL NOT BE DISTRIBUTED. THEY CAN BE PRINTED OFF THE WEB OR PICKED UP IN THE REGISTRAR'S OFFICE.

<http://web.centre.edu/regist/d/index.html>

OVER FOR REGISTRATION INSTRUCTIONS

CENTRETERM REGISTRATION FOR FIRST-TIME FIRST-YEARS (FF)

First-year students do not register online for CentreTerm. First-Years are placed into a First-Year Studies course (FYS) based on an algorithm that maximizes placement into first or second choices. All first-years must turn in a CentreTerm registration form to the Registrar's Office **listing a minimum of four choices**, in order of preference. This form should be submitted by Tuesday, November 10. First-Years will be registered for an FYS course after registration and will be notified when that process is complete.

ADDITIONAL REGISTRATION INSTRUCTIONS – ALL STUDENTS

1. Students whose financial accounts are not clear will not be permitted to register until the Finance Office has cleared the student for registration.

2. Students who do not plan to enroll after fall term must obtain a leave of absence approved by Dean Dunn or properly withdraw from the college. Students who are uncertain of their plans after fall term should register and then notify the Registrar's Office later if they decide not to enroll.

3. Registration worksheets are provided for your convenience. If you choose to register in the Registrar's Office, please bring your completed worksheets with you.

4. You cannot register BEFORE your appointed time. Your classification (SR, JR, SO, FR, FF) is noted on your registration worksheets.

5. Course prerequisites and course descriptions may be found in the 2009-2010 online catalog or on the list of new course descriptions available on the Registrar's homepage. Students are responsible for seeing that they have completed the necessary prerequisites before enrolling in a course.

6. Students intending to register for less than 12 hours in the spring must have permission from Dean Dunn and Dean Hays (if living on campus). During the first week of registration, no student may register for more than 14 credit hours. Students may add up to 16 hours during the online add/drop period. Students who wish to register for more than 16 hours must obtain the written permission of Dean Dunn and come to the Registrar's Office to add the additional hours. In CentreTerm you may register for only one course.

9. Independent studies will be added to a student's registration by the Registrar's Office AFTER we receive your approved independent study form.

10. To be placed on a waiting list for a closed class you must contact the Registrar's Office directly (email or phone is fine). Give the course you want to "wait" for and the course you would drop if you got in.

11. See the "How to Register Online" handout for information about:

add/drop dates and procedures
instructions for students currently abroad
students studying abroad in the spring

See the Registrar's Home page for:

CentreTerm Schedule of Classes: <http://web.centre.edu/regist/classsschedules/ct10.pdf>

Spring Term Schedule of Classes: <http://web.centre.edu/regist/classsschedules/sp10.pdf>

PowerPoint Demonstration of Online Registration is available in the Instructions portal of Centre Net or at:

<http://web.centre.edu/regist/WebInstructions/ONLINEREGISTRATION.ppt>

Description of Spring Courses Not in the Catalog:

<http://web.centre.edu/regist/classsschedules/Spring10Descriptions.pdf>

Spring Term Final Exam Schedule: <http://web.centre.edu/regist/calendars/spexam10.htm>

Please do not login to Centre Net and the CX Portals during peak hours of registration (7am-2pm) during registration week if it is not your time to register. Doing so may significantly compromise the processing capabilities of the online registration system. THANK YOU!

