

HILLSDALE COLLEGE

PRE-REGISTRATION FOR THE SPRING 2010 SEMESTER

Monday, November 2 to Thursday, November 12 is the Pre-registration period for the Spring 2010 semester. Prior this period, students must consult with their advisor for the purpose of crafting class schedules, after which the advisor will lift the Advisor Registration Restriction in WebAdvisor, releasing you to pre-register.

DEGREE AUDIT REPORTS

Students should generate and review their Degree Audit report prior to meeting with their advisor. Degree Audit reports are available to students via WebAdvisor's Program Evaluation tool and provide an evaluation of progress toward completing academic requirements.

PRE-REGISTRATION METHODS

After Advisor approval and according to the assigned Pre-registration dates below, students are to pre-register utilizing the WebAdvisor online registration tools.

Note: students may register online for up to 20 credit hours. Registration beyond 20 credit hours must be completed in the Registrar's Office using an advisor-signed white schedule card.

Any student who has difficulty with online registration or needs other assistance may bring their approved class schedule (a white schedule card with advisor's signature) to the Registrar's Office on or after their assigned day. Pre-registering in the Registrar's Office may cause you to wait longer than if you do so online.

PRE-REGISTRATION PRIORITY

Pre-registration priority is based on class level, calculated for this event only by combining completed credit hours and in-progress credit hours for the current semester.

(Example: 75 completed credit hours + 15 in-progress credit hours = 90 credit hours & senior status)

| <u>Complete + In-Progress Hrs.</u> | <u>Pre-Registration Class Level</u> |
|------------------------------------|-------------------------------------|
| 90 or more hours | Seniors |
| 56 - 89 hours | Juniors |
| 26 - 55 hours | Sophomores |
| 1 - 25 hours | Freshmen |

PRE-REGISTRATION DATES AND TIMES

| | |
|------------|--------------------------|
| Seniors | 7:00 a.m. on November 2 |
| Juniors | 7:00 a.m. on November 4 |
| Sophomores | 7:00 a.m. on November 6 |
| Freshmen | 7:00 a.m. on November 10 |

Students may pre-register beginning on their first assigned day until the end of the Pre-registration period.

Note: Part-time and Dual-enrolled students pre-register in the Registrar's Office beginning on November 2.

NO COURSE WITH A GRADE OF C- OR BETTER MAY BE REPEATED

STUDENTS WITH ADVANCED PLACEMENT, CLEP, INTERNATIONAL BACCALAUREATE OR TRANSFER CREDIT SHOULD ENSURE THEY DO NOT REPEAT A COURSE FOR WHICH CREDIT WAS ALREADY AWARDED