

<h2 style="margin: 0;">ADVISOR REGISTRATION GUIDE</h2> <p style="margin: 0;">for Advising & Registration Period during Fall Semester 2025</p>

New! There are two changes to the registration period we are piloting during this cycle, both of which are designed to make the process more convenient for students:

- Registration will open for each class level at 7:45 AM so students in 8:00 AM classes don't have to register while they are in class.
- Once Spring 2026 registration opens, we are keeping it open the entire time through the drop/add period at the beginning of the semester to allow students more time to finalize their schedules.

Registration Schedule: Students will be registering for Spring Semester 2026 courses according to the schedule below (local dates and times).

Wednesday, Oct. 22, 2025		Advising period begins
Monday, Nov. 3, 2025	7:45 AM	Registration opens for degree-seeking students with Senior or Master's class standing or who have attempted 87 or more Juniata credits
Wednesday, Nov. 5, 2025	7:45 AM	Registration opens for degree-seeking students with Junior class standing or have attempted 54 or more Juniata credits
Monday, Nov. 10, 2025	7:45 AM	Registration opens for degree-seeking students with Sophomore class standing or have attempted 24 or more Juniata credits
Thursday, Nov. 13, 2025	7:45 AM	Registration opens for degree-seeking students with Freshman class standing or have attempted fewer than 24 Juniata credits

As noted above, online registration will open based on one of two criteria as explained below. ***In either case, it does not include in-progress Fall 2025 credits.***

1. The total number of **completed** credits on Juniata transcript, including accepted transfer credits, determines class standing:
 - Freshman: up to 23.99 completed credits
 - Sophomore: 24 to 53.99 completed credits
 - Junior: 54 to 86.99 completed credits
 - Senior: 87 or more completed credits
2. The number of Juniata credits students have **attempted**, even if they did not complete them.

If students aren't sure how many completed or attempted credits they have, refer to the progress bar chart at the top of the Progress screen in Colleague Self-Service.

Winter Term: Online registration will also be available for Winter Term 2025 courses following the same registration opening dates/times as listed above. For more information on Winter Term, visit [this webpage](#).

Colleague Self-Service: Students and advisors use [Colleague Self-Service](#) for course selection and registration. Instructions for using Colleague Self-Service are available here:

- [Using Colleague Self-Service to Search and Register for Courses](#)
- [Viewing Your Advisees](#)

Special Types of Registration: There are certain registration circumstances when students **cannot** register online and instead need to use a form, including:

- **Course Exception Approval Form** – This is a multi-purpose form used for the following circumstances:
 - Student hasn't fulfilled the prerequisites or corequisites for a course.
 - The section is closed, so the instructor is letting student in over the cap.
 - Instructor approval is required to register for the class.
 - Student is repeating a course that has been taken previously.
 - There's a time conflict between two courses on student's schedule.
 - Student will have a credit overload (over 18 credits).
 - Student wishes to audit the course for no credit.
- **Undergraduate Enrollment in Graduate Courses Form** – Used to grant an undergraduate student permission to take a master's level course.
- **Credit by Exam Form** – Used when a particular course in the College Catalog is not being offered in this term, but a faculty member is offering a special section for the student.
- **Independent Study Form** – Used when a faculty member is offering a customized credit-bearing academic experience for the student.
- **Teaching Assistant Form** – Used when student is serving as a teaching assistant in a class and earning credit for that work.

All these forms are available to download from the [Registrar's Office website](#) or can be picked up in the Registrar's Office in Founders Hall. The student will complete the form, get the appropriate signatures, and then bring the form to the Registrar's Office. If the student is unable to visit the office in person, they may email the completed form to registrar@juniata.edu.

Financial Responsibility Sign-Off: Students will **not** be able to register until they have completed the required financial responsibility sign-off in Self-Service. [Financial Responsibility Agreement](#)

Financial Holds: Students with outstanding balances over a certain amount will not be able to register until they reconcile their accounts. Bursar Lauren Perow will notify students in advance if they fall into this category. If you have advisees in this circumstance, direct them to contact Lauren at perowl@juniata.edu or 814-641-3302.

Advising Notes in Colleague Self-Service: Please enter advising notes in Self-Service after you meet with each advisee. These are tremendously helpful for future reference by the student, other advisors, and you.

Questions? Contact the Registrar's Office at registrar@juniata.edu or 814-641-3165.