

<b>ADVISOR REGISTRATION GUIDE</b> <b>for Advising &amp; Registration Period during Spring Semester 2023</b>
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**Registration Schedule:** Students will be registering for Fall Semester 2023 courses according to the schedule below. All dates and times are our local Huntingdon, PA times.

Monday, March 20, 2023		Advising period begins
Monday, April 3, 2023	8:00 AM	Registration opens for Seniors (SR), Juniors (JR), and Master's students (MA)
Thursday, April 6, 2023	8:00 AM	Registration opens for Sophomores (SO)
Tuesday, April 11, 2023	8:00 AM	Registration opens for Freshmen (FR)
Friday, April 21, 2023	11:59 PM	Registration closes

Students may register at any time from the assigned opening time until registration closes. The total number of **completed** credits on a student's transcript (including transfer credits) determines class level. It does **not** include in-progress 23/SP credits. (\*See note below about students lagging in credits.)

- Freshman Up to 23.99 credit hours
- Sophomore 24 up to 53.99 credit hours
- Junior 54 up to 86.99 credit hours
- Senior 87 credit hours or more

**Summer Term:** Online registration will also be available for Summer 2023 courses following the same registration opening dates/times. Summer Term registration remains open until the term starts. For more information on Summer 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 on the IT Services website:

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

**Additional Search Functions:** The [public version of the class schedule](#) provides some different search functions in addition to what Self-Service offers. For example, you can search for all courses in a particular course type (Ways of Knowing or Self and The World), rather than only on the individual categories in those areas.

**Submitting Forms:** There are certain circumstances when students need to submit forms to register, including:

- Course Exception Approval - closed sections; doesn't have pre-requisites or co-requisites; instructor approval required; repeating a course; two courses in time conflict with each other; credit overload; auditing
- Credit by Exam
- Independent Study
- Teaching Assistant
- Undergraduate Enrollment in Graduate Courses

All these forms are available to download from the [Registrar's Office website](#) or can be picked up in the Registrar's Office. The student will complete the forms, get the appropriate signatures, and then drop off the form to the Registrar's Office or email it to [registrar@juniata.edu](mailto: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 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](mailto:perowl@juniata.edu) or 814-641-3302.

**“Lagging” Students:** A handful of students are off-pace in credit completion as would be appropriate for their cohort. The Registrar is working with the Retention Committee to identify the most effective solution to resolve this concern, which we anticipate to be in place for the registration period that occurs in Fall 2023. In the meantime, the Registrar will be contacting those students and their advisors about a workaround that will allow them to register with their cohort during this semester’s registration period.

**Advising Notes in Colleague Self-Service:** Please be sure to 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?**

Registrar’s Office

Founders Hall, 2nd Floor

814-641-3165 or [registrar@juniata.edu](mailto:registrar@juniata.edu)