JUNIATA COLLEGE COURSE REGISTRATION GUIDE

for Advising & Registration Period during Spring Semester 2026

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

Monday, March 16, 2026		Advising period begins
Monday, March 30, 2026	7:45 AM	Registration opens for degree-seeking students with Senior, Junior, or Master's class standing or who have attempted 54 or more Juniata credits
Thursday, April 2, 2026	7:45 AM	Registration opens for degree-seeking students with Sophomore class standing or have attempted 24 or more Juniata credits
Tuesday, April 7, 2026	7:45 AM	Registration opens for degree-seeking students with Freshman class standing or have attempted fewer than 24 Juniata credits
Sunday, May 31, 2026	11:59 PM	Self-Service registration for Fall Semester 2026 closes

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 Spring 2026 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

OR

2. The number of Juniata credits student has **attempted**, even if they didn't complete them successfully.

To view how many completed or attempted credits a student has, refer to the progress bar chart at the top of the Progress screen when logged into Colleague Self-Service.

Summer Term: Online registration will also be available for Summer Term 2026 courses following the same registration opening dates/times as listed above. 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 are available here: Using Colleague Self-Service to Search and Register for Courses.

Financial Responsibility Sign-Off: Students will ***not*** be able to register until they have completed the required financial responsibility sign-off in Self-Service. Instructions for doing so are here: Financial Responsibility Agreement

Tips for a Successful Registration Experience:

- When planning a class schedule, be sure to filter the course offerings to view only the classes being offered during a particular term.

- Use the **Add Section to Schedule** function in Self-Service (not just **Add Course to Plan**), so the specific section of choice is added to the calendar grid. Map the entire schedule on that grid in advance of when the student is ready to register.

- Putting classes on the course plan in Colleague Self-Service does NOT automatically register the student for those classes. Once registration opens for that student, the student must complete the registration process by clicking the oval **Register Now** button at the top right of the course plan. That button will change from gray to blue when registration is open for that student.

- Students should recheck their course plans before they register, but not at the last minute. Sometimes academic departments need to alter class schedules, or planned sections may now be closed. Students should allow enough time to make any necessary changes before registration opens.

- Students may register at any time on or after their assigned opening time, but it is advantageous to register as early as possible in their registration window for the best selection of courses.

- When registration is open for a student, use the oval **Register Now** button at the top right of the screen to push through the entire course plan in one click. It is faster than adding each course one at a time. It is also necessary when registering for two separate courses that are corequisites for each other, like a lecture/lab combination.

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:
    - The student hasn't fulfilled the prerequisites or corequisites for a course.
    - The section is closed, so the instructor is letting the student in over the cap.
    - Instructor approval is required to register for the class.
    - The student is repeating a course that has been taken previously.
    - There's a time conflict between two courses on student's schedule.
    - The student will have a credit overload (over 18 credits).
    - The 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.

Advising Appointments: Students should be hearing from their academic advisors soon about setting up pre-registration advising appointments. If not, students may feel free to contact advisors themselves.

Financial Holds: Students with outstanding balances over a certain amount will not be able to register until they resolve their overdue accounts. Bursar Lauren Perow will notify students in advance if they fall into this category. Students may contact her at perowl@juniata.edu or 814-641-3302.

Questions? Contact the Registrar's Office at registrar@juniata.edu or 814-641-3165 or stop by our office in Founders Hall.