

<h2 style="margin: 0;">STUDENT 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: You 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 your in-progress Fall 2025 credits.***

1. The total number of **completed** credits on your transcript, including accepted transfer credits, determines your 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 you've **attempted**, even if you did not complete them.

If you aren't sure how many completed or attempted credits you have, refer to the progress bar chart at the top of the Progress screen when you are logged into 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](#).

Advising Appointments: You should be hearing from your advisors about setting up pre-registration advising appointments, but feel free to contact them yourself.

Colleague Self-Service: You will use [Colleague Self-Service](#) for course selection and registration. Instructions are available here: [Using Colleague Self-Service to Search and Register for Courses](#).

Special Types of Registration: There are certain registration circumstances when you **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:
 - You haven't fulfilled the prerequisites or corequisites for a course.
 - The section is closed, so the instructor is letting you in over the cap.
 - Instructor approval is required to register for the class.
 - You are repeating a course that you have taken previously.
 - There's a time conflict between two courses on your schedule.
 - You will have a credit overload (over 18 credits).
 - You are auditing 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 you.
- **Independent Study Form** – Used when a faculty member is offering a customized credit-bearing academic experience for you.
- **Teaching Assistant Form** – Used when you are serving as a teaching assistant in a class and earning credit for your 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. Complete the form, get all necessary signatures, then bring it to the Registrar's Office. If you are unable to visit the office in person, you may email it to registrar@juniata.edu.

Financial Responsibility Sign-Off: You will **not** be able to register until you have completed the required financial responsibility agreement in Colleague Self-Service. Be sure to do that before registration opens! Here are the instructions: [Financial Responsibility Agreement](#)

Financial Holds: Students with outstanding balances over a certain amount will not be able to register until they resolve their balances. Bursar Lauren Perow will contact you in advance if this applies to you. If you have questions about this, contact Ms. Perow at 814-641-3302 or perowl@juniata.edu.

Tips for a Successful Registration Experience:

- As you are planning your schedule, be sure to filter the course offerings so you are viewing only the classes being offered during the particular term you want.
- Use the **Add Section to Schedule** function in Self-Service (not just **Add Course to Plan**), so the specific section of your choice is on the calendar grid. Your whole schedule needs to be mapped out on that grid in advance of when you are ready to register.
- Putting classes on your course plan in Colleague Self-Service does NOT automatically register you for those classes. Once registration opens for your class, you must complete the registration process by clicking the oval **Register Now** button at the top right of your course plan. That button will switch from gray to blue when registration is open for you.
- Check your course plan in advance of when registration opens for you. Sometimes academic departments need to make last-minute changes to their schedule due to unforeseen circumstances, or you may find that a section you planned is now filled. Don't get caught off guard by waiting until just a few minutes before your registration opening time to review your planned courses in case you need to make any adjustments.
- You may register at any time on or after your assigned opening time, but it's to your advantage to register as early as possible in your registration window for the best selection of courses.
- When registration opens for you, use the oval **Register Now** button at the top right of the screen to push through your entire course plan in one click. It is faster than adding each course one at a time. It is also necessary when you are registering for two separate courses that are corequisites for each other, like a lecture/lab combination.

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