

STUDENT REGISTRATION GUIDE

for Advising & Registration Period during Fall Semester 2023

Registration Schedule: Students will be registering for Spring Semester 2024 courses according to the schedule below. All dates and times are the local Huntingdon, PA times.

Monday, Oct. 16, 2023		Advising period begins
Monday, Oct. 30, 2023	8:00 AM	Registration opens for Seniors (SR) and Master's students (MA)
Wednesday, Nov. 1, 2023	8:00 AM	Registration opens for Juniors (JR)
Monday, Nov. 6, 2023	8:00 AM	Registration opens for Sophomores (SO)
Thursday, Nov. 9, 2023	8:00 AM	Registration opens for Freshmen (FR)
Friday, Nov. 17, 2023	11:59 PM	Registration closes

You may register at any time from your assigned opening time until registration closes. The total number of **completed** credits on your transcript, including accepted transfer credits, determines class level. **It does *not* include your in-progress Fall 2023 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

Winter Term: Online registration will also be available for Winter Term 2023 courses following the same registration opening dates/times. Winter Term registration remains open until the term starts. For more information on Winter Term, visit [this webpage](#).

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

Advising Appointments: You should be hearing from your advisors soon about setting up advising sessions but feel free to contact them.

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

Additional Search Functions: You may also want to use the [public version of the class schedule](#) to browse for available courses. It provides some different search options in addition to those available in Colleague Self-Service.

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Special Registration Forms: There are certain circumstances when you need to submit forms to register:

- Course Exception Approval:
 - The section is closed.
 - You haven't completed the pre-requisites or co-requisites for the course.
 - Instructor approval is required.
 - You are repeating the course.
 - The course is in time conflict with another one on your schedule.
 - You would be in a credit overload (more than 18 credits).
 - You are auditing the course.
- Credit by Exam
- Independent Study
- Teaching Assistant
- Undergraduate Enrollment in Graduate Courses

All these forms are available to download on the [Registrar's Office website](#) or can be picked up in the Registrar's Office. Complete the form, get all necessary signatures, then drop it off at the Registrar's Office or email it to registrar@juniata.edu.

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 contact you in advance if you fall into this category. If you are in this circumstance, contact Ms. Perow 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 the office in Founders Hall.