

ADVISOR REGISTRATION GUIDE for Advising & Registration Period during Spring Semester 2024
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Registration Schedule: Students will be registering for Fall Semester 2024 courses according to the schedule below. Students may register at any time from the assigned opening time until registration closes. All dates and times are local.

Monday, March 18, 2024		Advising period begins
Monday, April 1, 2024	8:00 AM	Registration opens for degree-seeking students with Senior, Junior, or Master's class standing or have attempted 54 or more Juniata credits
Thursday, April 4, 2024	8:00 AM	Registration opens for degree-seeking students with Sophomore class standing or have attempted 24 or more Juniata credits
Tuesday, April 9, 2024	8:00 AM	Registration opens for degree-seeking students with Freshman class standing or have attempted fewer than 24 Juniata credits
Friday, April 19, 2024	11:59 PM	Registration closes

As noted above, online registration will open based on one of two criteria:

1. The total number of **completed** credits, 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 **attempted**, even if the student did not complete them.

NOTE: In either case, it does **not** include in-progress Spring 2024 credits.

Summer Term: Online registration will also be available for Summer Term 2024 following the same registration opening dates/times, however 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](#)

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

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Special Types of Registration: There are certain circumstances when students need to submit forms to register, including:

- Course Exception Approval Form - closed sections; student hasn't met pre-requisites or co-requisites; instructor approval required; repeating a course; two courses in time conflict with each other; credit overload (more than 18 credits); 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 in Founders Hall. 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.

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 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