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| <h2 style="margin: 0;">STUDENT REGISTRATION GUIDE</h2> <p style="margin: 0;">for Advising &amp; Registration Period during Spring Semester 2024</p> |
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**Registration Schedule:** You will be registering for Fall Semester 2024 courses according to the schedule below. You may register at any time from your assigned opening time until registration closes. All dates and times are local.

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|-------------------------|----------|---|
| 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 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.

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

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.

**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](#).

**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 instructions: [Financial Responsibility Agreement](#)

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

**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](#)

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**Special Types of Registration:** There are certain circumstances when you won't be able to register online and instead need to submit forms to register:

- Course Exception Approval Form:
  - 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 Form
- Independent Study Form
- Teaching Assistant Form
- Undergraduate Enrollment in Graduate Courses Form

All 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 drop it off at the Registrar's Office or email it to [registrar@juniata.edu](mailto: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 this applies to you. If you have questions about your account, contact Ms. Perow at [perowl@juniata.edu](mailto:perowl@juniata.edu) or 814-641-3302.

**Questions?** Contact the Registrar's Office at [registrar@juniata.edu](mailto:registrar@juniata.edu) or 814-641-3165 or stop by the office in Founders Hall.