

Advising and Registration for 23/SP Classes ADVISOR GUIDE

New during this registration period! Master's students will now be able to register online for themselves by using Colleague Self-Service (CSS).

Registration Schedule: Students will be registering for Spring Semester 2023 courses according to the schedule below. All dates and times are the local Huntingdon, PA times.

Monday, Oct. 17, 2022		Advising period begins
Monday, Oct. 31, 2022	8 AM	Registration opens for Seniors (SR) and Master's students (MA)
Wednesday, Nov. 2, 2022	8 AM	Registration opens for Juniors (JR)
Monday, Nov. 7, 2022	8 AM	Registration opens for Sophomores (SO)
Thursday, Nov. 10, 2022	8 AM	Registration opens for Freshmen (FR)
Friday, Nov. 18, 2022	5 PM	Registration closes

Students may register at any time from the assigned opening time until registration closes. The total number of **completed** credits on a student's transcript (including transfer credits) determines class level. It does **not** include in-progress 22/FA 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 2022 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](#).

Colleague Self-Service (CSS): Students and advisors use [Colleague Self-Service](#) for course selection and registration.

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

Instructions for using CSS are available on the Campus Technology Services website:

- [Using Colleague Self-Service to Search and Register for Courses](#)
- [Viewing Your Advisees](#)
- [Financial Responsibility Agreement](#)

Add'l Search Functions: The [public version of the class schedule](#) provides students and advisors some search functions in addition to what CSS offers. For example, you can search for all courses in a particular course type (Ways of Knowing or Self and The World), rather than only on the individual categories in those areas.

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Submitting Forms: There are certain circumstances when students need to submit forms to register, including:

- Course Exception Approval:
 - Closed sections
 - Doesn't have pre-requisites or co-requisites
 - Instructor approval required
 - Repeating a course
 - Two courses in time conflict with each other
 - Credit overload
 - Auditing
- Credit by Exam
- Independent Study
- Teaching Assistant
- Undergraduate Enrollment in Graduate Courses

All these forms are available for students to download on the [Registrar's Office website](#) or can be picked up in the Registrar's Office. 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.

Put Advising Notes in Colleague Self-Service: Please be sure to enter advising notes in CSS 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