

## Advising and Registration for 21/FA Classes ADVISOR GUIDE

Monday, March 8		Schedule goes live/Advising period begins Schedules for Summer 21, Fall 21, and Spring 22 will be viewable, although students will only be registering for Fall and Summer courses during registration.
Monday, March 22	8 AM	Registration opens for students with SR, JR class standing
Thursday, March 25	8 AM	Registration opens for students with SO class standing
Monday, March 29	8 AM	Registration opens for students with FR class standing
Friday, April 2	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 21/SP credits. [Click HERE](#) for a chart of class levels by credit hours.

**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 bonus search functions in addition to what CSS offers. For example, you can search courses by the number of credits or search for all courses in a particular course type (Ways of Knowing, Self & The World, and Global Engagement), rather than only on the individual categories in those areas.

**Course Formats:** If a course is going to be fully online, that will be noted in the Location information for the section in CSS. If specific times are listed, there will be synchronous class meetings. If no times are listed, the course is asynchronous. Hybrid courses with a mix of in-person and online class meetings are also noted in the section location.

**Summer Term Courses:** In addition to registering for 21/FA classes, students will also be able to register for Summer Term courses during this registration period.

**Co-Requisites in Multiple Terms:** If two courses are co-requisites but not in the same term, students will not be able to register for these in CSS. Direct your advisees to contact the Registrar's Office to register for these types of courses. No Course Exception Forms are needed.

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

- Course Exception Form:
  - Closed sections
  - Doesn't have pre-requisites or co-requisites
  - Instructor approval required
  - Repeating a course
  - Credit overload
- Credit by Exam or Audit
- Independent Study
- Teaching Assistant
- Undergraduate Enrollment in Graduate Courses

All these forms are available for students to download on the [Registrar's Office website](#). The student will complete the forms, get the appropriate signatures, and then drop off the paperwork to the Registrar's Office or email it to [registrar@juniata.edu](mailto:registrar@juniata.edu).

**Progress Reports:** The *Progress* report in CSS shows how a student is progressing towards completing their graduation requirements in either the legacy or the new general education curriculum. Students should be "attached" to the appropriate curriculum:

- Students who entered prior to 19/FA are in the legacy curriculum (FISHN, etc.).
- The majority of students who entered in 19/FA or 20/SP are in the new curriculum (FYE, Ways of Knowing, etc.), however, transfer students and a few first-year students who enrolled during this year are in the legacy curriculum.
- All students who entered in 20/FA or 21/SP are in the new curriculum.

If you or they have any questions about this, please contact Dawn Scialabba at [scialad@juniata.edu](mailto:scialad@juniata.edu) or Ashley Koehler at [koehlea@juniata.edu](mailto:koehlea@juniata.edu).

**The project in which the POE portion of the Progress reports will be updated to current requirements is still in progress.** Advisors should refer to departmental materials or the [Areas of Study webpages](#) for the most updated information.

**Financial Holds:** Students with outstanding balances over a certain amount will not be able to register for classes 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 for assistance at [perowl@juniata.edu](mailto:perowl@juniata.edu) or 814-641-3302.

**Put Advising Notes in Colleague Self-Service:** CSS has an Advising Notes function that exactly meets our needs for that type of communication. It resolves the privacy concerns we had with Basecamp because advisors have access only to their own advisees' files. Thus, please use CSS for all advising-related notes. Some more specifics:


- See screenshot of the Notes screen on the next page.
- After you compose a note, be sure to click the blue **Save Note** button to save it.
- Notes will be viewable by you, by other advisors assigned to that student, **and by the student**.
  - You can use the Restricted Notes function for notes you wish to be viewable by you and any other advisor but not by the student. (Keep in mind that even restricted notes are part of a student's educational records, which a student can request to view.)

The Arch by Juniata College | Colleague Self-Service - Viewing | Advisees - Juniata College Self-Service | WebAdvisor for Advisors

https://selfservice.juniata.edu/Student/Planning/Advisors/Advise/1199183

### Advisee Details

[Back to Advisees](#) Search for courses...

 **Mr. Mickey Mouse**  
Student ID: 1199183  
[ecastull@juniata.edu](mailto:ecastull@juniata.edu)

Program(s): BS - Communication  
Educational Goal: BA Degree  
Advisor(s): Dawn Scialabba, Joel Pheasant

[Review Complete](#)

Course Plan | Timeline | Progress | Course Catalog | **Notes** | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation Application

#### Compose a Note

[Save Note](#)

#### View Note History

Sample: Mickey and I met on 2/2/20 and discussed his interest in changing his POE from Biology to Management. He hopes to pursue a career in the hospitality and entertainment industry. I suggested he meet with Professor Walt Disney in the business department to ask Dr. Disney to become his POE advisor.  
Scialabba, Dawn M, on 2/11/2020 at 11:49 AM

**QUESTIONS?**  
Registrar's Office  
Founders Hall, 2nd Floor  
814-641-3165 or [registrar@juniata.edu](mailto:registrar@juniata.edu)