

**Advising and Registration for 20/FA Classes
during Coronavirus Emergency
STUDENT INSTRUCTIONS**

Registration Schedule: Undergraduates will be registering for 20/FA courses according to this schedule:

Monday, April 6	8 AM	20/FA schedule goes live/Advising period begins
Monday, April 13	8 AM	Registration opens for Seniors and Juniors
Friday, April 17	8 AM	Registration opens for Sophomores
Wednesday, April 22	8 AM	Registration opens for Freshmen
Thursday, April 30	5 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, AP and IB credits determines class level. It does **not** include in-progress 20/SP 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 and above credit hours

Advising Appointments: You should be hearing from your advisors soon about setting up advising sessions. If you haven't heard from your advisors by April 6th, feel free to contact them. As with everything else right now, advising will have to be done using emails, phone calls, video chats, or Zoom sessions. Feel free to let your advisors know which method works best for you.

Colleague Self-Service (CSS): You should use [Colleague Self-Service](#) for course selection and registration. CSS offers a more streamlined experience because you can search for courses and register within the same platform. (While WebAdvisor remains available at this time, that will eventually no longer be the case.) Instructions for using CSS are available here: [Using Colleague Self-Service to Search and Register for Courses](#)

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

Financial Holds: If you have an outstanding balance over \$1000 on your College account, you will not be able to register for classes until you resolve this situation. Bursar Lauren Perow will notify you in advance if you are in this situation. Contact Lauren at perowl@juniata.edu or 814-641-3302.

Co-Requisites in Multiple Terms: If two courses are co-requisites but not in the same term (ex: short-term study abroad experiences), you will not be able to register for these in CSS. Contact the Registrar's Office at registrar@juniata.edu to register for these types of courses. No Course Exception Forms are needed.

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Progress Reports: The report in CSS that shows your progress towards completing your graduation requirements is now working for both the legacy and the new curriculum. You should be 'attached' to the appropriate curriculum:

- Students who entered prior to 19/FA are in the legacy curriculum (FISHN, etc.)
- **Most** students who entered in 19/FA or 20/SP are in the new curriculum (FYE, Ways of Knowing, etc.)
 - *Transfer students and a few freshmen who enrolled this academic year and brought in a significant number of college credits are in the legacy curriculum.*
- If you have any questions or think you may be attached to the wrong curriculum, please contact Dawn Scialabba, Acting Registrar, at scialad@juniata.edu or Ashley Koehler, Assistant Registrar, at koehlea@juniata.edu.

Note: Some POEs (Programs of Emphasis) are not yet updated to the current requirements in our computer system. These outdated requirements will appear in both CSS and WebAdvisor, so consult with your POE/Academic Advisor to be certain you are working with the most up-to-date list of POE requirements.

Submitting Forms Remotely: There are certain circumstances when you can't register online and instead need to submit forms to register, including:

Course Exception (see important note below*) - for closed sections, missing pre-requisites or co-requisites, instructor approval required, credit overload (over 18 credits), and repeating a course

Credit by Exam or Audit

Independent Study

Teaching Assistant

Undergraduate Enrollment in Graduate Courses

Since you aren't on campus now, here's how to do this remotely:

1. All these forms are available to download on the [Registrar's Office website](#).
2. Once you download the appropriate form, type directly into it, then rename it and save it on your computer.
3. Then email the saved form as an attachment to the appropriate individuals (instructors, dept. chairs, advisors, etc.) and ask them to **reply to you** letting you know they approve your request.
4. After you have gotten all necessary approvals, forward the entire email chain with the form and all approvals to the Registrar's Office at registrar@juniata.edu.

***No Advisor Signatures Needed on Course Exception Forms:** In order to reduce the demands on students, advisors, and Registrar's Office staff during this emergency, the Provost and the Registrar have temporarily suspended the requirement for advisors to approve Course Exception Forms. **Instructor approval is still required, as is department chair approval in the case of closed sections.** (Note: Advisor approval is still required for all other forms.)

POE Deadline Extended: Also due to the COVID-19 emergency, the **due date for sophomores and juniors to submit Program of Emphasis forms is extended until September 30, 2020.** If you have your POE form ready to turn in this semester, you are welcome to do so using the same procedure as listed above. All advisor approvals must be submitted with your POE form

Pass/No Pass Reminder: If you wish to take advantage of the special pass/no pass policy for 20/SP courses, please visit [this webpage](#) for complete information and to download the form.

Questions? Contact the Registrar's Office at registrar@juniata.edu