

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

**Registration Schedule:** Undergraduates will be registering according to this schedule:

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

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 21/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

**Summer Term:** Registration will also be open for Summer Term courses.

**Advising Appointments:** You should be hearing from your advisors soon about setting up advising sessions but feel free to contact them. Advising can be done in-person or virtually.

**Colleague Self-Service (CSS):** Use [Colleague Self-Service](#) for course selection and registration. CSS offers a streamlined experience because you can search for courses and register within the same platform. Instructions for using CSS are available here: [Using Colleague Self-Service to Search and Register for Courses](#)

**Add'l Search Functions:** You may also want to use the [public version of the class schedule](#) to browse for available courses. It provides some different options than CSS does.

**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.

**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 how to complete the sign-off: [Financial Responsibility Agreement](#)

**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](mailto:registrar@juniata.edu) to register for these types of courses. No Course Exception Forms are needed.

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

- Course Exception 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 a course.
  - You would be in a credit overload (more than 18 credits).
- Credit by Exam or Audit
- Independent Study
- Teaching Assistant
- Undergraduate Enrollment in Graduate Courses

All these forms are available to download on the [Registrar's Office website](#). 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).

**Financial Holds:** If you have a significant outstanding balance 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 her at [perowl@juniata.edu](mailto:perowl@juniata.edu) or 814-641-3302.

**Progress Reports:** The Progress report in CSS shows your progress towards completing your graduation requirements. You should be 'attached' to the appropriate curriculum:

- All 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 first-year students who enrolled last year and brought in a significant number of college credits are in the legacy curriculum.
- All students who entered in 20/FA or 21/SP are in the new curriculum.

If you think you may be attached to the wrong curriculum, please contact the Registrar's Office.

*Note: Some POEs (Programs of Emphasis) are not yet updated to the current requirements in our computer system. Consult with your POE Advisor or the [Areas of Study webpages](#) for the most updated information.*

**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.