

**ADVISING DAYS AND WINTER COURSE REGISTRATION – FALL 2009
INFORMATION FOR STUDENTS**

ADVISING DAYS occur Monday, October 26 – Tuesday, November 3 (Week 6 – Tues. Week 7)

REGISTRATION, using the Kalamazoo College Portal, begins Wednesday, October 28

Please get in touch with your advisor to make an appointment.

TIMELINE

All students must go online to register, using the Kalamazoo College Portal, after being cleared by advisors. Priority registration will roll out in the following timetable (starting at 5:00 each evening until 4pm the next day):

- Senior Class – Wednesday, October 28
- Junior Class – Thursday, October 29
- Sophomore Class – Monday, November 2 – Tuesday, November 3
- First Year Class – Wednesday, November 4 – Thursday, November 5
- Visiting International Students – Monday, November 9 (9am-4pm)
- Online drop/add will open on Wednesday, November 11 for all advisor-approved students to adjust schedules

You'll receive your registration time via e-mail by the end of 5th week.

Students wishing to have the best course selections should register during their assigned time period. If you do not register during your appointed time, you will not be able to register until the drop/add period, which begins Wednesday, November 11. Remember that you are registering in "real time," which means that instead of indicating preferences, you will be selecting actual seats in courses. So be prepared!

Because registration priority is based on class standing, your advisor will need to plan on meeting with seniors first, followed by juniors, sophomores, and first years. Don't panic or try to get the earliest appointment time – just make sure to see your advisor before your scheduled registration time. Bring a list of courses you are interested in, in priority order with plenty of alternates, to your appointment.

Not sure who your advisor is?

You can always find out your current advisor by going to WebAdvisor – Academic Profile – My Profile.

REGISTRATION

Follow the directions posted on the Registrar's website: <https://reason.kzoo.edu/registrar/registration>.

CURRICULUM CHOICE – For Sophomores, Juniors, and Seniors

Sophomores, Juniors, and Seniors - think about whether you are staying with the old curriculum or moving to the new one, and discuss this, along with your winter course selections with your advisor. There is now a Degree Audit tool in WebAdvisor that will show you which curriculum you are currently associated with and where you stand with respect to the graduation requirements for that curriculum and any declared majors, minors, or concentrations. Degree Audit is available in WebAdvisor under Academic Planning.

If you plan to stick with the old curriculum,

- Review your Degree Audit online
- Make a plan for how you will complete general education requirements

If you plan to opt into the new curriculum, you must

- Attend one New Curriculum Planning Workshop (many students have already done so; more workshops are offered regularly)
- Complete a New Curriculum Planning Worksheet (available at <http://www.kzoo.edu/advising/Advising.php>)

In order to move officially to the new curriculum, students must send their worksheet to the Dean of Advising (pixley@kzoo.edu), who will

- Notify you, your advisor, and the Registrar that you plan to graduate under the new requirements
- Forward the worksheet to your advisor to discuss with you

If the new curricular requirements are listed in your Degree Audit, you have officially been moved to the new curriculum.

QUESTIONS TO CONSIDER

First Years

- You should complete a Curriculum Planning Worksheet to help you think about how you can best use the new curriculum (available at <http://www.kzoo.edu/advising/Advising.php>).
- If you completed the math/science pre-registration form over the summer you have been pre-registered for math and science courses in winter and spring. These pre-registrations will show up on your winter and/or spring schedules. If you are no longer interested in staying on this track, discuss this with your advisor. You may drop the courses online once you have been cleared to register. Otherwise, you should plan on staying in the classes as spaces will likely not be available in winter or spring.
- This is a good time to review your academic goals and plans. Are you still headed in the same direction?

Sophomores

- What is your plan for fulfilling the language requirement?
- What are your study abroad plans?
- Reminder – you are required to declare a major this winter.

Juniors

- Do you know exactly where you are with major requirements?

Seniors

- Do you understand what you have to do to graduate this June?
- Seniors wishing to opt into the new curriculum must do so by the end of fall quarter.

ASSISTANCE

Registrar's Office

Dewing Ground Floor
337-7204

regist@kzoo.edu

Extended hours during priority registration dates – open until 8:00pm!

Academic Advising

Dewing 108/109
337-5755 (Zaide Pixley) or 337-5767 (Lesley Clinard)
pixley@kzoo.edu or lclinard@kzoo.edu

Help Desk

Upjohn Library

337-5800

helpdesk@kzoo.edu