

REGISTRATION INFORMATION FOR 2011-2012

Registration Tip #1:

Registration is scheduled on specific days for students based on their classification. The registration dates are online at www.wartburg.edu/academics/registrar. Students need to verify their classification through My Wartburg. From your home page, in the black band, select Personal Info next to your name. The screen refreshes to My Info; select the Academic Info tab. The classification and other academic data will be displayed. Contact the Registrar's Office if your classification is incorrect. Classification was determined at the beginning of the 2011 Winter Term and is based on total credits earned.

Registration Tip #2:

All students are required to meet with their advisor to discuss and clear their proposed schedule before registering. Students with two advisors only need to meet with one advisor to be authorized for online registration. Students should verify advisor information through the Advising tab on their My Wartburg home page. Check all information for accuracy and contact the Registrar's Office if your advisor is incorrect. Only an advisor listed will be able to authorize a student for online registration.

Registration Tip #3:

Plan your 2011-12 academic schedule now. Download a schedule grid at www.wartburg.edu/academics/registrar/classgrid.pdf. The most current list of classes is available through two links on My Wartburg. Course Search is the path you will take to register for courses. Each Course Details page provides data on the pre- or co-requisites, credit hours, capacity, instructor, description, seats remaining, Essential Education requirements, etc. Course Finder allows you to search for courses to meet specific Essential Education requirements. The Registrar's Office and Pathways are available to help you prepare a proposed course schedule to discuss with your advisor.

Registration Tip #4:

All students must have a balance of less than \$1,000 on their Winter/May Term bill before being cleared to register. Students can check their account balance through the Finances tab on My Wartburg. Contact the Controller's Office with questions regarding your account balance.

Registration Tip #5:

Online registration is limited to 4.5 credits in Fall and Winter terms. On-site registration in the Registrar's Office is required for any enrollments that exceed the 4.5 credit limit. If you plan to enroll for more than 4.5 credits, complete the onsite registration form available from your advisor for the extra course/s. Students wishing to enroll in more than 5 credits must request to do so by completing a variance form.

Registration Tip #6:

Online registration for May Term is limited to 1.25 course credits. Onsite registration in the Registrar's Office is required for any enrollments that exceed the 1.25 credit limit. If you plan to enroll in a May Term abroad that includes two courses, you will need to register for the .5 credit course in the Registrar's Office. The onsite form is available from your advisor and from the Registrar's Office. Be aware that some May Term abroad courses also have prerequisites that must be taken in winter term.

Registration Tip #7:

When you first select the Academics tab on My Wartburg, do you have a registration alert that says you have not received registration clearance from your advisor? If you notice, the year/term is defaulted to Winter 2011. Use Course Search to change the term to Fall 2011, Winter 2012, or May 2012. If add buttons appear to the left of the course, you are cleared to register.

Registration Tip #8:

If you are registering for a second seven-week course in which the prerequisite is completed the first seven-weeks, online registration will be restricted for the second seven-week course. Examples include MA 251/252, and MU 391/392. Students who encounter this restriction should register for the second seven-week course/s through onsite registration in the Registrar's Office. Onsite registration forms are available from your advisor and from the Registrar's Office.

Registration Tip #9:

A prerequisite or co-requisite will not be recognized as "in- progress" if it is waitlisted. Therefore, during online registration, if you intend to register for a waitlisted course that is a prerequisite or co-requisite, online registration will be restricted. Students who encounter this restriction should register for the course/s through onsite registration in the Registrar's Office. Onsite registration forms are available from your advisor and from the Registrar's Office.

Registration Tip #10:

Final course rosters are determined by seniority and need during the three days following each student's classification registration dates. Therefore, students do not improve their opportunity to obtain a class by registering at an earlier time or during the first day of their classification period. Students registering after their assigned days will forfeit the priority privilege associated with their classification. The priority privilege is not limited to the registration date, but also relates to classification and need. Registration information and guidelines are available on the Registrar's webpage.

Online Registration:

To register for classes for the 2011-12 academic year, select the Academics tab from your My Wartburg home page. Under Registration, use the Course Search or Add/Drop function to select the courses for registration. Documentation on the online registration process and other registration information can be accessed on the Instructions/Guidelines link under 2011-12 Registration on the Registrar's page.