

Dear Students:

The Fall 2011 Course Offering for is now available at: <http://www1.assumption.edu/dept/registrar/>.

In consultation with your academic advisor, you'll want to review what you've taken, consider what remains, and think about how to get the most out of your remaining time at Assumption.

Need a refresher on how WebAdvisor works? We've listed some FAQs below. You can also review the tutorial available at the advising website: <http://www1.assumption.edu/advising/>. The student video is 13 minutes; the faculty one is 9.

A note about advisors. As you are no doubt aware, this May the college will see the retirement of ten of its faculty, all of whom serve as academic advisors. If your advisor is retiring, you will still work with him or her this month to select your fall 2011 courses. After that, we will be guiding you over the summer in the selection of a new faculty advisor appropriate to your interests and academic commitments.

Good luck with your fall 2011 planning.

Dean Knowlton

Frequently Asked Questions About WebAdvisor on the Portal

1. *Once students start registering, how will advisors and advisees know if a section is filled?*
Two ways: in "Search for Sections" in real time, and on the registrar's spreadsheet "Fall 2011 Course Offering with Remarks" which is updated every night. If you want minute to minute enrollment information, use "Search for Sections."
2. *What if I'm getting an error message?*
It could be you are filling in too much information. You don't need to fill in the location or course ID boxes. Be sure you are putting ONLY the course designation (THE, ACC) in the Subject box, and the Course Number in the Course Number box.
3. *What if I want to register for a course that is Writing Emphasis, Tagaste, First Year Program, or Foundations? Is there anything special about that?*
Yes. Those courses are marked differently from regular versions of those courses. Advisors need to approve *that form* of the course. The special markers follow immediately after the course number: **Foundations Honors = H, Writing Emphasis = W, First Year Program = FY, Tagaste = G.** This means that if you propose, and get approved, ENG220, you cannot register for ENG220W, which is the Writing Emphasis course. Be sure the special "tag" is showing on the worksheet after the course number.
4. *WebAdvisor is online. Will we ever use those paper forms?*
Yes. Some courses still require a real signature. But if you don't have a course that requires a signature from the instructor, you won't need to use the paper form.

5. *Can I see an advisee's educational plan, even if I didn't get an e-mail from him or her?*
Yes.
6. *Does the educational plan with approved courses go away each semester?*
No. Once a course is approved, it is approved forever. Each semester, students and advisors can adapt the plan to the next semester, updating courses, and adjusting which semester that course is approved for. Going forward, the Educational Plan will be informed by the Degree Audit, which means it will indicate courses still needed to complete declared programs of study.
7. *When do I go on to register?* The registrar will send you an e-mail telling you when your window is open to register. Once your window opens, it is open for the entire 48-hour period for your class.
8. *Is it true the classes have been divided into groups for registration?* Yes, the four classes have been randomly assigned to four groups, with staggered registration times 20 minutes apart. We want to optimize the performance of the system.
9. *When I go online to register, how can I have the best chance of getting my most-needed course?* You'll want to have your course sections in your "preferred sections" queue. Then input that "top choice" and submit. You can register for your courses one at a time, or all at once with five simultaneously. But remember: *if* you register for five at once and there is an issue with ANY course, NONE will be registered, so submit that top pick alone, and then your other courses.
10. *How many courses can I register for?*
Five. If you register for a sixth or subsequent course, the registrars will remove courses without consulting with you. Five only, please. If you wish to add a sixth course, you'll do it during add/drop in January.