

# THE ADVISING & REGISTRATION PROCESS

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Please take some time and read all of the notes below. This process can be painless if you prepare accordingly.

1. You are going to be using the Web-Advise system to retrieve some of your documentation AND to register. Please be sure you are familiar with this system and that you have access to your records. If you do not know your password and pin, you can obtain these at this web location OR you can bring your CCU ID to the Registrars office, in the Singleton building, and they will give you this information. If there is a problem with your password or pin # you need to be sure this is corrected before registration; this can be done at the ITS (Information Technology Services) office on the first floor of the Wall Building.
2. The most important step in the pre-registration process is meeting with your Faculty Advisor. If you do not know who your advisor is and/or you do not know how to get ahold of this person please contact me, a.s.a.p, and I will give you this information. Advisors must approve your schedule before you can register. You need to contact them and set up an appointment for advising. If you are a double major or you are working on a minor(s) you must declare it by completing a major/minor form (available in the Marine Science or the Registrars office). You must then meet with each of your faculty advisors to be sure you are on the right track with each of your major(s)/minor(s).
3. PREPARE FOR YOUR ADVISING MEETING BY DOING THE FOLLOWING:
  - A. Pick up your advising folder from the Marine Science Department office (the MSCI department is now located at the Coastal Science Center, room 151-this is the new building across from the main campus). Make sure you have all of the information you need. Your folder should have a copy of any transfer, AP/IB, or dual enrollment credits you have earned. You should also have a copy of your current Fall '05 schedule and a grade report or transcript (unofficial copy) of any coursework done at CCU. These documents are all accessible through the web-advise system.
  - B. You also need an updated advisement sheet in your file. This will help you determine what classes you need to complete the MSCI program. If you do not currently have an advising sheet in your file please pick one up in the Marine Science office before your advising meeting. You should

- review this advising sheet with your adviser at every pre-registration advising session.
- C. You will also need a registration form. These are available in the MSCI or Registrars office.
  - D. Before your meeting you should have an idea of the courses you need/want to take in the Spring. If you are unsure, you can use your MSCI handbook, advisement sheet, and/or CCU catalog to review the requirements for the MSCI degree. This should help you plan out your spring schedule.
  - E. The final step, before your meeting, is to review the master schedule of classes. This will show you all of the classes that are available for the Spring 2006 semester. This is now on-line; There will NOT be a printed book listing the SP'06 courses. You should create a few tentative schedules to best prepare yourself. Some classes will close and you may need to go with alternatives.
4. During your advising session you should:
- A. Update and review your advising sheet
  - B. Go over your registration form and be sure you are taking the appropriate courses
  - C. Have your faculty member sign your registration form
5. AFTER YOUR ADVISING MEETING YOU NEED TO BRING YOUR SIGNED REGISTRATION FORM TO COOKIE OR PENNY IN THE MARINE SCIENCE OFFICE AND THEY WILL REMOVE YOUR ADVISING HOLD. YOU MUST HAVE THIS HOLD REMOVED BEFORE YOU CAN REGISTER FOR CLASSES.
6. You are now prepared to register on-line. See Web Advise and the registration web site to determine when you will register. You can only register during your designated registration time. This registration time is based on the number of credits you have; the more credits you have, the earlier your time will be. You will register on line at some time between 10/31 - 11/11. Athletes, honor students, and students with disabilities fall into different registration times; you should check with your coach(es) and/or advisor(s) if you fall into any of these categories.

NOTE: BE SURE TO BRING YOUR FOLDER BACK TO THE MARINE SCIENCE OFFICE WHEN YOU HAVE COMPLETED THE REGISTRATION PROCESS