

PRE-REGISTRATION FOR SPRING 2010 NOTICE TO STUDENTS AND FACULTY

Pre-registration for the Spring 2010 semester will begin Wednesday, October 21 via MyMaconWeb (*MMW*). The schedule of courses for the Spring 2010 semester will be available on *MMW* no later than Wednesday, October 14. **Each student must make an appointment with his/her academic advisor to receive **ADVISOR CLEARANCE** to select Spring 2010 courses. Students will not be able to pre-register for classes until this clearance is given by his/her advisor.**

Pre-registration Dates for Spring 2010 Add/Drop Period

SENIORS (75+ hours earned)	Pre-registration opens Wednesday, October 21
JUNIORS (48-74 hours earned)	Pre-registration opens Friday, October 23
SOPHOMORES (21-47 hours earned)	Pre-registration opens Tuesday, October 27
FRESHMEN (0-20 hours earned)	Pre-registration opens Thursday, October 29

All pre-registration dates begin at 7:30AM on the designated day as listed above.

Pre-registration will remain open through J-term. Once a student's pre-registration window is open, it remains open until Friday, January 29.

To ensure that each student has the opportunity to select 4 courses (of 3 or 4 hours each) for the spring, *MMW* will allow you to preregister for only 14 semester hours. If a 4th course puts your schedule over 14 semester hours, you may bring an add slip to the Registrar's Office for processing. **Beginning Monday, November 2, you may preregister for up to 5 courses as usual.**

If you plan on participating in a spring sport, please sign up for the appropriate PHED 111 course.

What will stop a student from pre-registering?

- **The student has not been given clearance.** Students should check with their advisor for this clearance. The Registrar's Office will not override clearance for advisors.
- The student's class window for pre-registration may not be open. Be sure to check the schedule for appropriate dates.
- The requested course has a time conflict.
- The student does not meet the catalog stated prerequisites.
- The course is full.
- The student has an outstanding financial obligation to the Business Office.