

PRE-REGISTRATION FOR FALL 2009 & JANUARY 2010 NOTICE TO STUDENTS AND FACULTY

Pre-registration for the fall 2009 & January 2010 semester will begin Thursday, April 16 via MyMaconWeb (MMW). The schedule of courses for the Fall 2009 & January 2010 semester will be available on MMW no later than Friday, April 10. **Each student must make an appointment with his/her academic advisor to receive **ADVISOR CLEARANCE** to select fall 2009 & January 2010 courses. Students will not be able to pre-register for classes until this clearance is given by his/her advisor. Student passwords will not change from what he/she is currently using for MMW.**

Pre-registration Dates for Fall 2009 & January 2010 Add/Drop Period

SENIORS (75+ hours earned)	Pre-registration opens Thursday, April 16
JUNIORS (48-74 hours earned)	Pre-registration opens Monday, April 20
SOPHOMORES (21-47 hours earned)	Pre-registration opens Wednesday, April 22
FRESHMEN (0-20 hours earned)	Pre-registration opens Friday, April 24

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



IMPORTANT: PLEASE READ THE FOLLOWING AS PROCEDURES HAVE CHANGED

Pre-registration will now remain open through the summer. Once a student's pre-registration window is open, it remains open until Friday, August 28.

To ensure that each student has the opportunity to select 4 courses (of 3 or 4 hours each) for the fall, 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 **Wednesday, August 12**, you may preregister for up to 5 courses as usual.

Additionally, students may sign up for a total of up to five hours (1 course) for the January Term during the spring pre-registration period for fall and January terms. Students enrolling in a course with a co-requisite and students enrolling in January Term travel experiences during spring pre-registration may enroll in two courses (up to eight hours of coursework) during January; however, the second course must be added in person at the Registrar's Office. Students who do not fall into these categories and who wish to take more than five hours of coursework during the January Term (up to the six permitted by the *College Catalog*) may enroll in a second January Term course during the fall pre-registration period preceding the January term in which the additional course is sought.

Rising seniors expecting to graduate in May 2010 should register for the course "REGI 004". This will *not* count as one of your four courses.

If you plan on participating in a fall 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.
- If you have a financial obligation to the Business Office.