

REGISTRATION FOR FALL 2017 & JANUARY 2018 NOTICE TO STUDENTS AND FACULTY

Registration for the fall 2017 & January 2018 semesters will begin Thursday, April 20 via MyMaconWeb (*MMW*). The schedule will be available via *MMW* on Wednesday, April 12. **Each student must make an appointment with his or her academic advisor to receive ADVISOR CLEARANCE to select fall 2017 & January 2018 courses. Students will not be able to register for classes until this clearance is granted.**

Registration Dates for fall 2017 & January 2018

SENIORS (75+ hours earned)	Registration opens Thursday, April 20
JUNIORS (48-74 hours earned)	Registration opens Monday, April 24
SOPHOMORES (21-47 hours earned)	Registration opens Wednesday, April 26
FRESHMEN (0-20 hours earned)	Registration opens Friday, April 28

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

Once a student's registration window is open, it remains open for adding fall semester courses through Monday, September 11, and for dropping fall semester courses through Friday, September 15. Once a student's registration window is open, it remains open for adding and dropping J-term courses through Wednesday, January 10.

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 register for only 14 semester hours. If a 4th course puts your schedule over 14 semester hours, you may email registrar@rmc.edu from your R-MC email address. Include the course and section in your email. You may also bring an add slip (no signature required) to the Registrar's Office for processing. Beginning on **Thursday, July 20**, you may register for additional courses.

Additionally, students may sign up for a total of up to five hours (1 course) for the January Term during the spring registration period for fall and January terms. Students enrolling in a course with a co-requisite and students enrolling in January Term travel experiences 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 may enroll in additional January Term courses beginning Thursday, July 20.

Rising seniors expecting to graduate in summer 2017, January 2018 or June 2018 should register for the course "REGI 004". This will *not* count as one of your four courses. Registration in REGI 004 is your official notification to the Registrar's Office that you intend to graduate in 2017-2018.

If you plan to participate in a fall sport, please sign up for the appropriate PHED 111 course.

What will stop a student from registering?

- **The student has not been given clearance.** Students should check with their advisor for this clearance. The Registrar's office will neither override clearance nor grant clearance for advisors.
- The student's class window for registration may not be open. Be sure to check the schedule for appropriate dates. **Windows are based on hours earned, not currently registered hours.**
- 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.