

Preparing for Spring 2010 Registration Suggestions for First-Year Students

SECTION 1—INFO FOR ALL

1. Your registration time is the earliest time to register, not the only time. If you have class at your assigned time, go to registration when your class is over. Registering is not an excuse for missing class or leaving class early.
2. The schedule is updated as changes are made. You can check the up-to-the-minute status of a class—including how many spaces are available or whether it's closed—at the online schedule site (under "Schedules" at the Registrar's homepage or from your KnowHopePlus account).
3. There are all kinds of conflicting reports about which profs to take, which to avoid. Do not take this advice at face value. At the very least, ask for more information about why someone did or did not like a class. Any faculty member can tell you that some students despise a class that other students love. Don't put too much stock in what one person says.
4. Most (but not all) first years complete Engl 113 and Kin 140 in first year.
5. If you're now in a beginning language (Arab 101, Fren 101, Germ 101, Jap 101, Lat 171, or Span 121), you'll probably want to continue with the second semester right away. After you pass the second semester, you've completed gen ed language requirement.

If you're now in a second-semester class--Fren 102 or Span 122—or a higher level class in Arabic, Chinese, French, German, Japanese, Latin, or Spanish, you've completed gen ed language requirement when you pass the class. If your goal is to complete the language requirement, you've done so when you pass the class.

6. First-year students register last because you still have the greatest number of courses you need to take and, therefore, the most flexibility. Some sail right through with their best possible schedule. Others will be closed out of multiple courses. Don't get too attached to your schedule, and be ready to make changes if necessary. Prepare for the worst and at least you won't be disappointed ☺
7. At registration, sign up for as many credits as you want to take, even if it means taking some of your second- or third-choice courses. If you do get into a course by means of the wait list, you can drop the other class for which you registered.
8. Let the staff at registration help you; no need to return to your FYS professor if classes are full.
9. Planning to **study abroad**? Take IDS 171 at Hope for Cultural Heritage 1—there may be a modern literature, history, or philosophy class to complete CH2 on your program. Students often take FA1 classes abroad. Begin exploring programs through International Education.

SECTION 2: THE BIG PICTURE

Think about your first 8 weeks at Hope. You have info you may not have had before about your skills, interests, and joys. Use what you've learned about yourself (and college) as you plan for spring classes

- What's gone well? How have you improved in the areas you'd targeted?
- What challenges have you faced?
- What would you like to do better or differently next semester?
- How are you meeting the goals you set for this semester? What goals do you have for next semester?
- What implications do your answers to these questions have for the courses you select for next semester?

SECTION 3:
IF YOU’RE FOCUSED
ON A COURSE OF STUDY OR MAJOR
(PRE-MED, MUSIC, EDUC., ENGINEERING, LANGUAGE, REL. ETC.)
OR
YOU’RE DECIDING AMONG SEVERAL POSSIBILITIES

Are you in a program that specifies certain classes for next semester? If so, continue with this section. If not, skip to Section 4.

Run a “*What If*” degree evaluation on the major(s) and minor(s) you’re considering:

<http://www.hope.edu/admin/registrar/CAPP/CAPP-Main.html>

1. Which courses **MUST** you take—check the list at end of this handout for details. When are they offered? In pencil, write your preferred section on your schedule planner
<http://www.hope.edu/admin/registrar/FormsPDF/schedworksheet.pdf> Don’t forget to include the CRNs (5-digit number beginning with “1”).
2. If you’re considering a science major, continue with the math & science classes you’re taking now—if nursing, engineering, or physics, check Section 5 in this booklet. “Sitting out” may mean waiting a year for a science class to be repeated. Check dept. web pages or talk with your sci/math prof. Because science majors are highly sequenced, you’ll spread gen ed requirements over 4 years—don’t panic if you’ve not completed much gen ed.
3. What other courses do you need for graduation? Check your *degree evaluation*. Look for classes that
 - Fit into your schedule.
 - Complement courses you have in your schedule: you don’t want too many lab courses, too many heavy-reading or heavy-writing courses, too many courses that require lots of out-of-class activities, etc.
 - Classes which meet gen ed requirements are CODED in schedule—with the same codes used in your *degree evaluation*. If the class has appropriate code, it meets that gen ed requirement.
4. You now have an ideal schedule. ..but don’t plan on getting it. For every course in your schedule, have at least one, preferably two, back-ups.
 - For courses you *must* take: Check if other sections are offered. Assume that you’ll need to shift into one of those sections, and prepare another schedule to fit the new section.
 - For courses you do not have to take next semester: Be ready to substitute either a different section or another class altogether that fits and helps you fulfill requirements.
5. Bring your degree evaluation and your schedule planner (w/ alternates) to your appointment with your FYS prof. Your prof will sign and give you the registration form you **MUST** have to register.
6. Check enrollment in classes (from online schedule) about 24 hours prior to your registration appointment, and again shortly before you register. Do you need to switch to a back-up?
7. At registration, put your name on the waiting list for any course you wanted but did not get. Maura sends an e-mail reminder about checking your status in the Registrar’s Office.

SECTION 4:
IF YOU HAVE NOT DECIDED
ON A SPECIFIC FIELD OF INTEREST (MAJOR)

1. Run degree evaluation to see which gen ed requirements you've met.

Directions are posted here: <http://www.hope.edu/admin/registrar/CAPP/CAPP-Main.html>

2. What other courses do you need for graduation? Check out your degree evaluation. Schedule planner will help <http://www.hope.edu/admin/registrar/FormsPDF/schedworksheet.pdf> Look for classes that
 - Fit into your schedule.
 - Complement other classes. For example, you don't want too many lab courses, too many heavy-reading or heavy-writing courses, too many courses that require lots of out-of-class activities, etc.
 - Allow you to explore areas of interest. If you're thinking about studying history, sign up for a history course that also fulfills a gen ed requirement. If you took a gen ed history class this fall, talk with your prof about history courses to take next semester. Most students have time for electives. Exploring a possible major is a good way to use some of those elective credits.
 - Aim for a schedule that allows you to take several required courses while also exploring your interests in one or more disciplines. Look for the 14 - 16 best credits you can take.
 - Classes which meet gen ed requirements are CODED in the class schedule—with same codes used in your *degree evaluation*. If class has the appropriate code, it meets that gen ed requirement.
3. You now have your ideal schedule...but don't plan on getting it. ☺ For every course, have at least one, preferably two, back-ups.
 - Check to see if other sections are offered. Decide whether you would be willing to take that course with a different professor and/or at a different time. Check whether you would need to change your schedule to fit this section. For example, if the 9:30 class is full and you decide to take the 8:30 instead, that may "bump" another class.
 - If there are no other sections, or no other sections you are willing to take, look for another class altogether that fits in your schedule and helps you fulfill your graduation requirements. All in all, identify twice as many credits as you plan to take. If you want to take 16 credits next term (as most of you will), find 32 credits' worth of courses that fit together in various permutations depending upon what is available when you register.
4. Bring your degree evaluation, schedule, and alternates to your appointment with your FYS prof. Your prof will give you the registration form you **MUST** have to register.
5. Check the list of closed classes about 24 hours prior to your registration appointment, and again shortly before you actually register. Do you need to switch to one of your back-up plans?
6. At registration, put your name on the wait list for any course you wanted but did not get. Maura sends an e-mail reminder about checking your status in the Registrar's Office.
7. Don't panic. And don't keep going back to your FYS professor. Let the staff at registration help you—that's our job!

SECTION 5
CONSIDERING A PARTICULAR MAJOR?
CHECK OUT THIS INFORMATION

Check dept. web sites for LOTS of information; check “Advising Handbook”
<http://www.hope.edu/admin/registrar/FormsPDF/Handbook.pdf>

- ❑ **Accounting or Management**—these do need NOT be taken this spring: don’t panic if you don’t get any
 - ECON 211 (also completes S1B, Social Science I, gen ed requirement)— (probably) little space
 - ACCT 221 or 222--can be taken in any order; both required
 - MATH 210 *Statistics* or Math 311/312—required; also completes MA1
 - CSCI 140 (3 cr) *Business Computing*—recommended (required for 150 credit acct major)—business applications, not programming, can be used as part of science requirement (but does NOT have a lab)
 - Communication classes recommended (140 required for 150 credit acct major)

Group meeting for students with an interest in Management		
Tuesday, October 27	11 am	1116 Sci Center

- ❑ **Biology**--Biol 240 is first course for bio major/minor; also required for some health professions. Those considering nursing (but not currently taking Biol 103) can substitute Biol 240 in spring.

Biology majors or minors currently in Biol 240 should take Biol 260.

- ❑ **Chemistry**--Continue with Chem 121/114. One year of calculus and one year of physics required for all majors; both should be completed no later than end of 2nd year. Both calculus & physics can be started in either semester. Check this site for more information <http://www.hope.edu/academic/chemistry/classes/ChemCoursesforGrads.pdf>. Consult the Chemistry Department with questions.

- ❑ **Communication**-- courses required for major but do not need to be taken this spring; upper-level classes often fill
 - COMM 101 (completes S1A, Social Science I, gen ed requirement)
 - COMM 151 (2 credits—half-semester class)

- ❑ **Education** –Check department website; many majors require classes that also meet gen ed requirements. <http://www.hope.edu/academic/education/requirements/index.htm> Read carefully the info Maura sent from the department (linked on the Advising Helps site). Attend pre-registration meeting:

Tuesday October 27	4 p.m.	Van Zoeren 247
	OR	
	6 p.m.	

- IDS 200 (4 cr) Encounter with Cultures required for teaching certificate; also meets CD requirement
- **avoid** S1A (psych/soc/comm) unless required for major or minor

- ❑ **Engineering**—
 - Engineering majors should continue with math (calculus) and take
 - ENGS 295-01A (2 cr) Topics in Engineering
 - ENGS 170 (1 cr) Computer Aided Design
 - ENGS 295-11 A or B (2 cr) Intro to Circuit Analysis
 - CSCI 160 (3 cr)
 - EXCEPTION: Students interested in chemical, bio-chemical or environmental engineering should take ENGS 251(Conserv Prin 4 cr) INSTEAD of CSCI 160. They should also take Physics 121/141 (4 cr) AND should meet with Prof Krupezak.

- ❑ **English**—Check dept. web-site for English 113 & upper level course descriptions.
 - ENGL 231 (World Lit I) I--preferred for the major; also completes Cult. Her I (CH1) requirement.
 - Engl 231 + IDS 172 completes CH requirement
 - or
 - IDS 171 and 172—completes CH requirement; 4 credits count towards English major
 - ENGL 248 (Intro to Lit)— potential majors/minors typically begin with this course
- ❑ **Exercise Science**—Check requirements and sequencing: <http://www.hope.edu/academic/kinesiology/excsci/escurriculum.pdf>
 - Kin 200 (Human Anatomy) is required
 - Math 210 (Statistics) is required (offered every semester)
 - Chem 103 is required (offered only in spring)—GEMS 160 is also required IF you did not have a year of chem. + lab in high school
 - KIN 205 is required (offered every semester)
 - PSY 100 is a pre-requisite for PSY 200 which is required—both are offered every semester
- ❑ **Health Professions**—check pre-professional website <http://www.hope.edu/academic/pre-pro/programs.htm> and go to pre-registration meetings with Dr. Mungall (health professions advisor).

<u>Wednesday October 28</u>		
7:00 PM	SciCtr 1000	Pre-dental
8:30 PM	SciCtr 1000	Pre-medical
<u>Thursday October 29</u>		
7:00 PM	SciCtr 1000	Pre-Physician Assistant (PA)
8:30 PM	SciCtr 1000	Pre-Physical Therapy (PT)
<u>Monday November 2</u>		
7:00 PM	SciCtr 1019	Pre-medical
8:30 PM	SciCtr 10019	Any health profession

- ❑ **Music**—continue with music classes currently taking AND (normally) Mus 102 (2 credits). The Bachelor of Music degree has a slightly reduced gen ed requirements—run degree evaluation for details.
- ❑ **Nursing**—BSN degree has slightly reduced gen ed requirements—run degree evaluation for details.
 - KIN 200 (Human Anatomy--if not already enrolled in this class) and CHEM 103 (Biological Chemistry)
 - All need Math 210, PSY 100 & 230 (limited space), and SOC 101 for their major—but not necessarily in the first year.
 - Those considering nursing (but not currently taking Biol 103) should take Biol 240 in spring as a substitute for Biol 103.
 - Go to pre-registration meeting

Wednesday, Oct 28	6 p.m.	1000 Science Center
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- ❑ **Physics**—continue with math (calculus) class and Physics 122/142
- ❑ **Political Science**—
 - POL 100 or 151—complete part of Soc Sci req--both required
 - Students taking these classes NOW should check with their prof about appropriate class for spring.
 - Math 210 (Statistics) is the preferred math class
- ❑ **Psychology**—little space in upper-level psych classes
 - MATH 210 (4 cr) Statistics required; also completes math req.; check Psychology Dept web-site for sequencing of courses
- ❑ **Social Work**—PSY 100, POL 110, SOC 101, Math 210 all required. For a four-year plan and list of requirements, see *Catalog*.
 - GEMS 158 (4 cr) meets a social work AND the gen ed science lab requirement.

SECTION 6:
What Happens at Registration in Maas Auditorium

BRING THREE THINGS WITH YOU TO MAAS AUDITORIUM

- ✓ Your completed registration slip (you get this from your FYS prof ONLY). Check the form
 - Has your FYS prof signed it?
 - Have you written your NAME and ID number on the form? We don't use the rest of the info along the top.
 - Have you written the CRNs (Course Reference Numbers--5-digit numbers beginning with "1") from class schedule? Each class has different CRN. We use CRNs to register you. If you have to look them up at registration, your registration will be delayed. If you change sections of a class, be sure you also change the CRN—or you may get a different class/section.
 - Don't worry about cross-outs.
- ✓ Your completed schedule planner with alternates. The more you've prepared, the easier registration will probably be.
- ✓ A printed copy of your degree evaluation—that will help if we need to consider more alternates.

- Come at or after your assigned time. Times are assigned according to number of credits you've EARNED—students with transfer/AP credits register before others—classes you're taking now do NOT change your time.
- If you're sick, out of town, in the midst of a 3-hour lab, a friend can go through registration for you—but give the friend all three items above.
- Check in at the check-in table—staff will see that you've come at the correct time and check your registration form to see that you're NOT requesting closed classes, that you have required labs and discussion sections, that you've written the CRNs (see above).
- After you check-in, you'll sit at computer with a staff person who will enter the CRNs you've written and (if necessary) problem-solve.
- Your registration can take as little as 5 minutes...or 30-45 minutes—depends on number of students in line (when classes end is usually busy) and your preparation.
- Ask to be put on the wait list for classes you wanted which were closed.
- When you leave Maas Auditorium, you'll be registered (and wait-listed, if you requested this) for classes for Spring 2010.
- Check your schedule at your KnowHopePlus account. You'll see "RE" for classes you're registered for and "WL" for classes you're wait-listed in.
- Run a degree evaluation to see how classes you've registered for fit into your curriculum.
- If you're on an electronic wait-list, Maura will send e-mail about how to follow up.
- Check with profs in January for space in classes closed at registration which you don't get in via the wait list. Polite follow-up is appropriate.

Prepared by Maura Reynolds, 10-09