

REGISTRATION FREQUENTLY ASKED QUESTIONS:

How is my registration appointment time assigned?

Undergraduate students will be assigned a time based on credit hours completed, not counting courses currently in progress.

How do I know when I can register, if I have any holds or if I have been cleared to register?

You can view the day and time of your registration, your holds and if you have been cleared for registration on the “My Student Profile” link in ECHO. The registrar’s office will also send you a personalized email with this information.

What is the “My Student Profile” link in ECHO?

My Student Profile will check your personal profile information, including your total credits earned, the earliest time you can register, whether you have any restrictions that will prevent you from registering. It will also inform you if your Advisor has cleared you to register for the following semester.

Why do I have to meet with my Advisor?

Meeting with your Advisor before registration is an important time to discuss your academic plans, create alternative schedules, ask any questions you have about your field of interest post-graduation, and have them assist you with your progress towards graduation. In addition, your Advisor is responsible for unblocking your access so that you are eligible to register for the following semester.

How do I know what to register for?

You should sign up to meet with your advisor or attend a group advising session in your department, if one is being offered. Another valuable tool is your online program evaluation in WebAdvisor. It will indicate all the courses you have taken and what courses are needed to complete your degree.

How many courses can I register for?

As a full-time student, you are eligible to register from 12-18 credit hours in the Spring and Fall semesters. Students (not in the Honors program) who would like to register for more than 18 credit hours must speak with Academic Advising & Support (RH 342) for permission. If you register for less than 12 credit hours, you will be considered a part-time student. Students may only register for one course over J-mester.

The Do's/Steps for Registration:

1. **DO...Review your program evaluation in WebAdvisor** to ensure that all majors, minors, and concentrations have been declared. Your program evaluation will show you what courses you have completed as well as what courses you need.
2. **Do...Meet with your Advisor** to discuss your academic plan and schedule for next semester.
3. **Do...Read your email.** The Registrar's Office will send you three separate email notifications. You have already received one to let you know that the schedule has been posted. The second email will give your personalized registration information and the third will include instructions for registration.
4. **Do...Frequently review the Course Availability page for next semester.** This site will have important notes on each course (i.e. online course). The schedule is subject to change as we continue to add courses and update this information on a daily basis.
5. **Do...Have a back-up plan!** A course you have pre-selected may close before you are eligible to register. It's important to discuss alternative schedules for these instances when you meet with your Advisor. However, feel free to stop by or contact The Registrar's Office (registrar@lemoyne.edu) and we will help!
6. **Do...Pre-select your courses.** Registration is a 2-step process: First, pre-select your courses at any time in WebAdvisor. Second, you can register for these courses at any your designated registration time.
7. **Do...Watch out for error messages when registering.** You will receive an error message if you:
 - a. have a hold on your account;
 - b. have not been cleared for registration;
 - c. do not meet the prerequisite for the course;
 - d. are attempting to register for more than 18 credit hours;
 - e. try to register for courses that meet the same day and time (time conflict); or
 - f. are registering for a course you have previously enrolled in.
8. **Do...Check "My Class Schedule" after you are done registering.** Here, you can print view and print your schedule for next semester.

*****MOST IMPORTANT: Do...Stop by The Registrar's Office if you have any questions or concerns. We will be happy to give you instructions on how to register, show you how to navigate WebAdvisor, and even sit with you at your registration appointment time to help you. We also have instructions and videos available on our website:**

www.lemoyne.edu/registrar.***

Don'ts for Registration:

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SPIRIT. INQUIRY. LEADERSHIP. *JESUIT.*

Don't panic if you happen to be closed out of a course. Students can fill out the online course override form found at www.lemoyne.edu/registrar. We will forward your request to the appropriate Department Chair who will review your request and let you know if you can register for the course.

Don't worry... The Registrar's Office is available to help you!!

