

Students of the School of IS: Registration Season is upon us!!

Coming up on **March 27th** (That's MONDAY), Schedule Planner is going to update with 2023 Fall classes and your Enrollment Appointment in anticipation of the start of registration. Summer classes are already posted and **registration for Summer begins April 3rd** for everyone. The Advising Team has put together some Frequently Asked Questions that will hopefully help you get registered for all the classes you want!!

How do I use Schedule Planner?

The Registrar's Office has a handy page [here](#) with instructions for Schedule Planner!!

What is my enrollment appointment?

Your enrollment appointment is the day and time that your account will open and let you register for classes. Until then, you can change up your schedule in Schedule Planner and add classes to your Shopping Cart but won't be able to register. The date you're given is based on your hours and your advisors CANNOT change your date.

Is there another place to look at classes that isn't Schedule Planner?

Yes, there is!! It's called CourseBook, and you can find the 2023 Summer and Fall classes [here](#).

How do I register?

The Registrar's Office has a handy page [here](#) for registration instructions!!

What do I do if a class I want is full?

You have a couple of options if the class you want is full:

1. You can waitlist for the class using the instructions [here](#)
2. You can choose a different section, if one is available
3. You can wait and watch to see if a section opens up

Advisors typically cannot put students into full classes.

What do I do if I get a message that I can't register for a class?

1. Read the message – it should tell you why you can't register!!
2. If the message tells you that you're missing a prerequisite that you know you have taken, please email your advisor for assistance
3. If the message tells you the class is reserved until a later date for a specific group of students, you can try to waitlist the class (and check back when the class opens to make sure you're registered). Otherwise, advisors CANNOT override this.
4. If the message says you have a hold that won't allow you to register, check your holds to see what you need to do to get rid of them.
5. If the message says you need instructor permission, please reach out politely to the instructor by email and request permission to register for their class. Once you have their permission, please forward that email to your advisor along with the class you would like to be registered for.

What if I want to take a class online and there isn't an online option listed?

The modality listed on Schedule Planner and CourseBook is how the class is going to be offered. If you feel that you have extenuating circumstances, you may reach out and politely ask the instructor whether there will be opportunities to take the class online. However, this is entirely up to their discretion.

Why isn't my advisor responding to me as fast as they normally do?

We are responding as quickly as we can – Registration Season is just a really busy time for us!! Here are a few tips for communicating with your advisor during this time:

1. Please don't send us multiple emails in the day. We answer emails during work hours in the order in which they were received, so additional emails won't move you higher on the list. In fact, the way our inboxes work, it will actually move you *lower* on the list and delay our response to you!!
2. If you haven't heard back from us yet, please don't come to our offices. We will not be accepting unscheduled or walk-in appointments during the first few weeks of registration.
3. When you email us, please give us your student ID number (the long one that starts with 201 or 202). If you are asking to be registered, please include the class name AND the section (if there are multiple sections). For example: CHEM 1311, section 002 or CHEM 1311.002. If possible, please also include the 5-digit class number. For example: BIS 3320.091, #50804.

4. We are happy to check your schedule and make sure the classes you've chosen are appropriate. However, we will likely not have time to build your schedule for you. Please use Schedule Planner or CourseBook.
5. Please do not email the entire advising team. Instead, send your questions, requests, and concerns to *your* advisor only. Your advisor is the person who typically sends you degree plans and other information.

Thank you, and hope the semester is going well. Happy Registration!!