Pre-registration for the 2015-2016 academic year is quickly approaching. Please review the information below in order to ensure a successful pre-registration.

1. Confirm with the Student Accounts Office that your account balance for this school year has been paid. You may contact the office via phone at 717-337-6220, or through email at studentaccounts@gettysburg.edu.

2. Attached to this email you will find the announcement of courses. Additionally, the student center class search will have the updated schedule on Monday, March 16, 2015. http://www.gettysburg.edu/current_students/

3. Juniors should review their academic requirement report in the Student Center. This report gives you up-to-date information on your progress toward completing the goals of the Gettysburg Curriculum and your major/minor requirements. This report is available to all students, though it is very important that juniors review it with their advisor to ensure registration in the proper classes.

4. After receiving your pre-registration materials, email your proposed schedule to your faculty advisor. Ask your advisor to send you an email confirmation of their approval and to copy Paula Boehner, pboehner@gettysburg.edu.

5. Upon receiving the confirmation, we will release your Advising Registration Hold. Registration appointment dates are based upon your anticipated graduation date and registration times will be randomly assigned. You will be able to see your appointment time in the student center, however you will not be able to register until your advising hold is removed.

Expected Graduation Date | Appointment times begin
--------------------------|------------------------
December 2015; May 2016  | April 1
August & December 2016; May 2017 | April 8
August & December 2017; May 2018 & beyond | April 15

Registration instructions can be found on the Office of the Registrar website: www.gettysburg.edu/registrar/

Pre-registration will remain open until May 31, 2015.
6. During the pre-registration period, you may register for 4 one-unit classes. This 4 unit limit includes any classes for which you place yourself on the waiting list. A fifth class may be requested at the Office of the Registrar at the beginning of the semester. If you have registered for five classes in two prior semesters, you must petition the Academic Standing Committee for additional semesters. Email pboehner@gettysburg.edu for permission to take a 5th class.

IMPORTANT: The only exception to the four course limit is if you are thinking about studying off campus during the fall or spring semester next year. If you are planning to study off campus – or if you are even thinking about it – you must register for the course number WW104:

- Class number 80315 for the Fall
- Class number 20309 for the Spring

You can still register for 4 other courses for the spring, but this Off Campus Study code will alert the college that you are considering studying off campus. It is very important that you add WW 104 to your schedule if you are even considering studying off campus in either term. It will not affect your registration in any way. If you have questions about this, please contact the Center for Global Education at cge@gettysburg.edu or phone 717.337.6866.

7. Individualized Study/Tutorial and Research – consult with the appropriate department if you are considering such courses/projects. Each department has its own rules and procedures. You may register for one of these classes when you return to campus.

8. Internship – When you return from off-campus, consult with the Center for Career Development if you are considering an Internship during the summer or during the next academic year.