

MEMO

TO: Continuing Global Studies Students  
FROM: The Office of the Registrar  
SUBJECT: 2018-2019 Pre-Registration  
DATE: March 16, 2018

Pre-registration for the 2018-2019 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 via email at [studentaccounts@gettysburg.edu](mailto: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 19, 2018.** [http://www.gettysburg.edu/current\\_students/](http://www.gettysburg.edu/current_students/)
3. The Shopping Cart for Fall 2018-Spring 2019 will also be available via the Student Center beginning on Monday, March 19, 2018.
4. 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.
5. 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](mailto:pboehner@gettysburg.edu).
6. 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.**

<u>Expected Graduation Date</u>	<u>Appointment times begin</u>
December 2018; May 2019	April 4
August & December 2019; May 2020	April 11
August & December 2020; May 2021 & beyond	April 18

Registration instructions can be found on the Office of the Registrar website:  
[www.gettysburg.edu/registrar/](http://www.gettysburg.edu/registrar/)

**Pre-registration will remain open until May 27, 2018.**

7. 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](mailto:pboehner@gettysburg.edu) for permission to take a 5<sup>th</sup> class.

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

- **Class number 82808 for the Fall**
- **Class number 20237 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 globally 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](mailto:cge@gettysburg.edu) or phone 717.337.6866.**

8. 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.
9. 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.