

MEMO

TO: Continuing 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 on the ground floor of Pennsylvania Hall that your account balance for this school year has been paid. You may contact the office via phone at 717-337-6220, visit the office, or contact them via email at studentaccounts@gettysburg.edu.
2. A pre-registration form accompanies this memo. **The Student Center class search will have the updated schedule available by March 19th.** http://www.gettysburg.edu/current_students/ You will find a PDF version of the Announcement of Courses on the Office of the Registrar website www.gettysburg.edu/registrar/
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. Make an appointment to see your faculty advisor to review your schedule. Your faculty advisor must sign your pre-registration form.
6. Submit your pre-registration form to the Office of the Registrar. 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 Registrar's website
<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. Please stop by the Office of the Registrar for additional information. **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 82808 for the Fall
- Class number 20237 for the Spring

You can still register for 4 other courses for the fall or 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 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 by submitting to the Office of the Registrar a pink Individualized Study form signed by the appropriate department chair.
9. Internship – Consult with the Center for Career Development at 53 W. Stevens St. if you are considering an Internship during the summer or during the next academic year.
10. **Attention current Sophomores (rising Juniors) – You *must* declare a major before becoming eligible to register for your junior year.** A letter and declaration of major form has been sent to your campus box. **Please remember to declare your major before April 11.** Your major declaration is not official until the major declaration form is properly filled out and submitted to the Office of the Registrar. The deans in the Office of Academic Advising and counselors in the Center for Career Development can suggest ways to help with your decision on a major.
11. **Attention First-Year students (rising Sophomores) -** The first three or four semesters in college are an excellent time to explore many fields. The goals and requirements of the Gettysburg Curriculum are designed to encourage this process, and your First Year Advisor will help you with your schedule until you feel prepared to decide on a major field. Though not required until April of your Sophomore year, you may wish to declare a major now. You may easily change your major during the sophomore year as your interests and your knowledge of various fields develop. By declaring at this time, you can seek advice about your schedule from a professor from the department you have selected for a major. On the other hand, you should not feel pressured to make a decision if you are not yet ready to do so. To declare a major, pick up a major declaration form in the Office of the Registrar, fill it out and obtain the signature of the appropriate department chair and return the completed form to the Office of the Registrar.