READY, SET, REGISTER!

Spring 2018
This guide contains information about new policies affecting how you register, new classes, important dates and deadlines for advising and registration, and much more.

Are You Ready?
Are You Set?
It’s Time To Register!
Dates and Deadlines to Remember:

• October 23 – Mandatory Advising Begins – Your registration will be BLOCKED until you meet with your advisor. All continuing students must meet with their academic advisor (listed in their Student Center under Advisor) before they register, to talk about their academic progress and educational goals, and to discuss course schedule plans for at least the next three semesters.

• November 6-17 - Spring 2018 Early Registration

• November 20–24 - FALL BREAK

• December 11–15 - FALL 2017 FINAL EXAMS WEEK

• Registration Limited to 17 Units until Monday, December 11, at 12:00am, When It Will Raise To 19 Units

• Instruction Begins Tuesday, January 16, 2018
NEW! DARS Degree Planner:

You can plan out your four-year path to graduation using the new DARS Degree Planner. The DARS Degree Planner works with the DARS you already know and use. Creating your four-year path to graduation in the DARS Degree Planner will help you:

- avoid prerequisite surprises
- save time and money by graduating on-time (or even early)
- get courses you need to graduate in four years

When you plan your four-year path to graduation in the DARS Degree Planner, you are providing critical information that enables HSU to change course scheduling. If you tell us what courses you need to graduate in four years, the university can make decisions about course availability based on student demand. Help us help you and create your four-year plan today!

If you have questions about the DARS Degree Planner, please contact the Office of the Registrar at 707-826-4101 or send email to records@humboldt.edu.

Note: DARS Degree Planner is a planning tool only. Some issues that impact enrollment are not checked in DARS Degree Planner (such as registration holds, class-level requisites, instructor consent requirements or more complex prerequisites and co-requisites). If you have questions about enrollment, please contact your major advisor or the Office of the Registrar.

For additional resources and videos, click on the links below:

DARS Degree Planner FAQ
Getting Started: How to Create a Plan
The Basics: Build Your Plan
Next Steps: Manage & Maintain Your Plan
How to Use DARS Degree Planner
DARS Degree Planner Quick Guide:

1. From myHumboldt, Click on View Degree Audit & Plan in Academics Quick Links.

2. Click on the Plans tab in the top toolbar.

3. Click on the Create a New Plan tab.

4. Enter a Plan Name.

5. Click on Add Plan

6. Drag & drop courses from your DARS Audit (left side) into the Plan Term Year box (right side).

7. Click on the "check" button often. The check does two things:
   - validates your plan and updates DARS Audit to include planned courses, and
   - checks the plan for issues

8. Click on the warning icon to review issues.

Click on a "star" to mark a plan as preferred.
Importing Courses Into Schedule Planner:

Once you have your spring semester plan, you can import your courses from DARS Degree Planner into Schedule Planner.

- From Schedule Planner, click on the Add Course button (Example 1).
- Next, click on the My Planner tab to import your courses and generate possible schedules (Example 2).
Example 1:

HUMBOLDT STATE UNIVERSITY
SCHEDULE PLANNER

Course Status: Open Classes Only
Term: Fall Semester 2017

Courses
- + Add Course
  - Add the courses you wish to take for the upcoming term.

Breaks
- + Add Break
  - Add times during the day you do not wish to take classes.

Example 2:

Add Course

Plan Term: Spring Semester 2018

- CRGS 330 - Women of Color Feminisms
- BIOL 105 - Principles of Biology
- WLD 301 - Principles of Wildlife Mgmt
- WS 106 - Intro to Women’s Studies

- Add Course

Desired Courses

- Biology 105
  - Principles of Biology
- Math 115
  - Algebra & Elementary Functions
- Political Science 110
  - American Government
- Wildlife 111
  - Introduction to Wildlife
- Wildlife 210
  - Intro to Wildlife Conserv & Admin
- Wildlife 244
  - Wildlife Policy & Animal Welfare
- Women’s Studies 106
  - Intro to Women’s Studies
- Women’s Studies 107
  - Women, Culture, History
- Navigate to the “To Do List” on your Student Center.
- Select the ‘Intent to Enroll’ link.
NEW! Intent to Enroll Agreement:

Starting with the spring 2018 semester, you must complete an "Intent to Enroll Agreement" prior to registering for any courses. This agreement covers:

- Your financial obligations to the university once you enroll for classes
- Information about your acceptance and obligation of financial aid
- An opportunity to verify and update your current addresses.

A registration hold will be placed on your student account until the "Intent to Enroll Agreement" is completed.

To remove the hold, navigate to the "To Do List" on your Student Center, select the "Intent to Enroll" link, and follow the instructions.
New! Online Authorization to Release Information:

You can now give HSU consent to release one or more of your educational records (financial, housing, enrollment) to a parent, guardian or other family member with a single online form. Follow the link in the Personal Information section on your Student Center.
Diversity and Common Ground (DCG) / General Education (GE) Double Count List:

The Diversity and Common Ground (DCG) / General Education (GE) Double Count list is available on the Class Schedules webpage.

You can save time and money by taking one course that fulfills two requirements. To access the list, click on the following link:

Double Counting Classes

Zero Cost Textbooks:

When you see the icon below in the Class Schedule, there are either no textbooks, or the materials/textbooks for this class are free.
Advisor / Advisee Relationship:

Student Responsibilities:

• Attend all advising appointments and maintain contact with your advisor each semester. If you are unable to attend a meeting, notify your advisor 24 hours in advance.
• Clarify personal values and your academic and career goals with your advisor.
• Come prepared to each appointment with questions and/or material for discussion.
• Gather all relevant decision-making information.
• Ask questions if you do not understand an issue or have a specific concern.
• Complete all “to dos” or recommendations from your advisor.
• Accept responsibility for your decisions.
• Become knowledgeable about college policies, procedures, and deadlines like CR/NC, add/drop, etc.
• Check your email, and myHumboldt portal on a frequent basis for updates and notifications about topics important to you.
• Check your to-do list and registration date and time on your student center prior to registering.
• Register on time for the greatest selection of classes.
• Make timely progress towards your degree.
• Utilize relevant support services.
• Become knowledgeable about your major requirements, faculty and departmental resources, and opportunities to get involved.
• Understand the value of education and life-long learning.
Advisor Responsibilities:

- Demonstrate a genuine interest in who you are as a person and what you hope to gain from your time here at HSU.
- Assist you in choosing a major consistent with your abilities and interests.
- Help you define and develop realistic goals.
- Encourage and support development of the skills necessary to attain your educational plans.
- Guide you in making responsible decisions while developing your educational plans.
- Teach you about major, general education and all university requirements for your degree program, utilizing DARS (UAcheive), HSU catalog, major academic plans (MAPs), and other tools.
- Match your needs with available resources and explain strategies for using them.
- Assist in identifying university resources for finding opportunities for work, community service, and volunteer experiences.
- Collaborate with campus support services, faculty, and staff to facilitate your success.
- Provide accurate and timely information on HSU academic policies and procedures for students.
- Monitor your progress towards degree and identified goals.
- Explain how classroom experience is applicable to professional skills needed in the workplace.
- Be accessible during office hours, by telephone, or e-mail for advising.
- Maintain confidentiality pursuant to the Family Education Rights and Privacy Act (FERPA).
- Help you understand the benefits of life-long learning.
The Academic and Career Advising Center is located in Gist Hall 114, 707 826-3341. Please come visit our center today!

**Drop-In hours: Monday – Friday, 10 am – 1 pm:** Quick academic and career advice and drop-in resume/cover letter review.

**Peer Advisors:** Peer advisors, as well as our professional staff, are available during drop-in hours for quick advice. Drop-ins are handy for the following types of services:

- Job Search Basics
- Basic DARS Review
- Quick Resume Review
- Declaring a Major/Major Change
- Adding a Minor
- Navigating Springboard
- Advisor Assignment
- Federal Work Study
- Cover Letter Review

For individualized assistance (see Academic and Career Advisors list below) call for an appointment.

**Springboard** (online job database): Search for campus jobs, internships, summer jobs, community service, work-study, etc. Register for workshops and special events. Go to www.humboldt.edu/acac to register on Springboard or call 826-3341 for assistance.

**Academic and Career Advisors** (Please call 826-3341 or visit Gist Hall 114 to make an appointment)

Our helpful team of academic and career advisors can help you get the most out of your college experience with the following and much more during an individual appointment:

- Create Academic Plan
- Academic Development
  - 4-Year Plans
  - Internship Search
- Volunteer Opportunities
- Graduate School Application
- Full-time Job Search
- Major Change Advising
  - Community Service/Federal Work Study
  - Career Assessment
  - Transfer Out of HSU
  - Personal Statement
- DARS Questions
- GE Substitutions
- On-track to Graduate (not applied)
  - Mock Interview
  - Adding a Second Major
  - Withdrawal After Census

**Events and Workshops (Contact us for more information!)**

- Part-time Job Fair
- Graduate and Professional School Fair
- Internship Week
- Career and Volunteer Expo
- Ready, Set, Register! Semester Bulletin
- ACAC To Go Campus Tabling
- How to Find Part-Time Jobs Workshop
- How to Find an Internship Workshop
- Getting the Most out of Career Expo Workshop
- Research Graduate Schools Workshop
- Federal Resume and Application Open Labs
- Employer Information Sessions

**Looking for professional development opportunities for your on-campus club or organization?**

Request a Career Advisor to give a group presentation on subjects like resume development or job search.