READY, SET, REGISTER! SPRING 2017

- **Spring Mandatory Pre-Registration Advising:** October 24 - November 4, 2016
- **Early Registration for Spring:** November 7-18, 2016
- **Registration Limited to 17 Units Until Saturday, January 14, 2017 At 12:01am, When It Will Raise To 19 Units**
- **Instruction Begins Tuesday, January 17, 2017**

**NEW!**

**ADD/DROP DEADLINE:**
The add/drop deadline now takes place at the **END OF THE 2ND WEEK OF CLASSES.**

**Monday, January 30, 2017, deadline:**

- Last day to ADD courses by 11:59 p.m.
- Last day to DROP courses without approval of serious & compelling reason by 11:59 p.m.
- After this date, a $20.00 per class fee is required and a “W” grade will be recorded.
- Also, last day to drop to a lower fee level & receive a refund of fees, less a $27.00 administrative charge. Drops after this date can no longer be completed through the Student Center.

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

Save time and money by taking one course that fulfills two requirements. To access the list, click on the following link: [Double Counting Classes](#). Click on “Classes” for desired semester, then click on “Double Counting Classes” under **Special Listings.**

**Check out the updated features in College Scheduler! Plan an ideal schedule!**
The College Scheduler allows you to input courses that you would like to take, and then presents every possible scheduling option available. New updated features include:

- Now search by major or GE requirement
- Now lock in a course or courses around which you can build your schedule
- Now see current schedule and desired courses when selecting classes to add
- Now save more than one preferred schedule option

To use this tool select the Schedule Planner link in the Academics section of your Student Center. A College Scheduler user guide is located at this link: [College Scheduler User Guide](#).

**New Course Option:**
**FOR 307 (3) California’s Forests & Woodlands.** Factors affecting distribution, perpetuation, and health of California’s forests and woodlands. Field identification of Northern California trees and shrubs.

RS 301 (3) Religion in America. Surveys American religious diversity exploring the formative role played by religion in American identity, values, and experience, including critical topical issues from politics, sexuality, environment, education, terrorism, etc. This course counts as an Area C GE, also fulfilling DCG Domestic.

New Location for Tutoring Services:
Looking for assistance with math and writing? The Writing Studio and Math Tutoring Lab have moved to the first floor of the Library. Be sure to take advantage of these free services.

TAKE THESE STEPS TO PREPARE FOR REGISTRATION:

Check Student Center to find your enrollment appointment (when you can register), advisor name, and holds.

1. Log in to Student Center: www.humboldt.edu > myHumboldt > Student Center

2. All continuing students will have an advising hold on Student Center. You are required to meet with your advisor before your advising hold will be released, so plan to meet before your enrollment date if you wish to register on time. The Office of the Registrar cannot remove an Advising Hold!

Meet with your advisor BEFORE your Enrollment Date to get your Advising Hold removed!
Think about what to take next semester:

First, review your *Degree Audit Report (DARS)*

1. From myHumboldt > Academics tab > Academics Quick Links > View Degree Audit
2. Click on Student Access – View your profile button
3. Click on the green Run Declared Programs button. Click on View Audit

Next, check out your major’s academic plan

1. From myHumboldt > Academics tab > Academic Colleges > List of Majors by Department
2. Click on your major
3. Most majors will have a Major Academic Plan on the bottom, right of the page.
Now build a tentative schedule / View Schedule of Classes

1. From myHumboldt > Academics tab > Schedule of Classes under the Academic Quick Links to see the entire class schedule, or from Student Center > Search for Classes
2. If you are taking remedial coursework, it must be completed within the first year
3. You will not be able to register for courses that have pre-requisite requirements unless you have completed those requirements or they are in-progress at HSU during the fall 2016 term

ADDITIONAL SEARCH CRITERIA

From Student Center you can also find specific classes that meet requirements for General Education, Diversity & Common Ground, and American Institutions:

Diversity & Common Ground / General Education double-count:

From myHumboldt > Academics tab > Schedule of Classes >
Click on the current class schedule, then click on Double Counting Classes under Special Listings

General Education (Areas A, B, C, D, E, and Upper Division B, C, D)

1. From myHumboldt > Academics tab > Quicklinks > View Open Classes
2. Click on Additional Search Criteria at the bottom
3. Click on the Course Attribute dropdown box and choose General Education
4. Next, click on the **Course Attribute Value** dropdown box
5. Choose a general education area and click on the green **Search** button below to the right

**Diversity & Common Ground and American Institutions**

1. Follow steps 1-3 above, then choose **Course Type**
2. Click on the **Course Attribute Value** dropdown box
3. Choose **Diversity & Common Ground** (domestic or non-domestic) or **Am. Institutions** courses
4. Click on the green **Search** button below to the right

Contact your advisor right away to arrange a meeting to review your tentative plan. After your meeting your advisor will be able to remove your advising hold, and you will be able to register for classes.

Not sure how to locate your advisor? (Name is posted on Student Center main page on right side).

From **myHumboldt** > **Directory** > Type your advisor’s name, then go
to:

Email your advisor directly from **Student Center**: click on the details link under advisor name; then check the box next to advisor name; then click **Notify Selected Advisors** button.
QUESTIONS? COME SEE US! MONDAY-FRIDAY, 9:00AM-4:00PM, GIST HALL 114, 707-826-3341

Email: acac@humboldt.edu, Visit our website: www.humboldt.edu/acac