

## The School of \_\_\_\_\_ Registration Prep Sheet

*The School of \_\_\_\_\_ would like to offer the following preparation sheet in order to assist you in your academic career. Please carefully read and fill out the form below before attending your advising appointment. The FA08 and SU08 course schedule will be available online after March 1st at: <http://www.stedwards.edu/regist/crsinfo.htm>*

*During the completion of the form below, review the schedule, and make a list of courses that fit your graduation needs, as well as your overall schedule. Finally, make an advising appointment. You may find this easy to do through email. Or some advisors may want you to call or drop by their office and sign up. It is up to you to know what method works for your advisor and to make the appointment.*

*Items to take to your advising appointment:*

*Blue Advising Folder*

*Updated Degree plan sheet*

*The School of Humanities Registration Prep Sheet*

**Please note:** It is important to maintain a flexible work schedule in order to register for the courses needed to graduate. As you approach graduation, you'll have fewer options about courses to take and may have more trouble accommodating a strict work or volunteer schedule. Unfortunately, we can not offer every course during every time slot.

**While contemplating your course schedule ask yourself the following questions:**

- When am I most alert?  
Morning (8-11), Lunch time (11-2), Afternoon (2-5), or Evening (5-10).
- When do I prefer to take classes?  
MWF or TR

While these are good questions to consider, you will need to be flexible and prepared to register for courses that do not meet your optimum learning times. Overload requests are not granted according to the student's preferences, but a student's requirements for graduation.

**Please list** your standing work, volunteer, athletic, family, etc. obligations including the day(s) of the week and time(s) you are committed to these activities (if they are set).

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St. Edward's University students can take 12-18 credit hours for the same tuition cost.

Please think about the following question:

In the past, I have been most successful academically when I have taken the following number of credit hours.  < 12    12    15    18

### What classes should you take?

Advisors suggest students take a balance of courses each semester to include major, minor, and general education requirements. Take time to **review the Undergraduate Bulletin at <http://www.stedwards.edu/dasx/undergradbull.htm>** especially for information about courses offered only in fall or spring. Pay special attention to the *general education requirements, the major requirements, and the minor requirements sections.*

1. List **3-5 major/minor courses** you are interested in taking for the upcoming semester.

Course # and Section	Are there Pre or Co-requisites? (If so, list the course/s)	Is it offered the next semester?	
_____	Yes/No _____	Yes	No
_____	Yes/No _____	Yes	No
_____	Yes/No _____	Yes	No
_____	Yes/No _____	Yes	No
_____	Yes/No _____	Yes	No

2. List **3-5 general education or general elective courses** you are interested in taking for the upcoming semester.

Course # and Section	Are there Pre or Co-requisites? (If so, list the course/s)	Is it offered the next semester?	
_____	Yes/No _____	Yes	No
_____	Yes/No _____	Yes	No
_____	Yes/No _____	Yes	No
_____	Yes/No _____	Yes	No
_____	Yes/No _____	Yes	No

If you plan to take courses off campus, bring the following information from the other institution to your advising appointment: *Course Title(s), Course Number(s), and Course Description(s).*

For courses offered at ACC, please visit: <http://www.stedwards.edu/regist/equivacc.htm>  
Before taking courses off campus, a **Request To Take Courses Off Campus** form must be completed and processed appropriately. Please follow the directions on the form which can be picked up in Andre 105/107 or the Registrar's Office.

### Any Questions?

Please list any questions you want to be sure to ask during your advising appointment.

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