



## ADVISING & REGISTRATION PACKET

As you prepare for scheduling classes for the spring semester, this packet will provide you with valuable information and important reminders to guide you through the advising and registration process.

1. You must schedule an advising appointment with your advisor. To be prepared for registration, you **must** attend your appointment.
2. Prepare for your advising appointment by:
  - Reviewing the materials included in this packet
  - Contacting your advisor if you have any questions
  - Reviewing your progression plan, degree audit and curriculum, as well as the [course offering](#) to help aid you in determining which classes to take
  - Creating a second schedule as a back-up plan
  - Completely filling out your Schedule Planning Form
3. You must submit a **completed** copy of your Schedule Planning Form to your advisor

Inside your packet, you will find:

1. Advising and Registration Resources
2. Registration FAQs
3. Course Scheduling FAQs
4. Schedule Planning Form

# Advising & Registration Resources

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## Important Website Links:

- Academic Calendar:
  - Lists all important campus and event dates.
  - <https://www.aultmancollege.edu/academic-calendars>
- Course Offering:
  - Shows what courses are available to sign up for, including dates and times.
  - <https://www.aultmancollege.edu/course-descriptions-schedules>

To schedule your **mandatory** advising appointment with your advisor, please click the corresponding link below:



[Bella Hayward](#)



[Cynthia Martinez](#)



[Sue Shepherd](#)

# When Am I Able to Register?

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## Important Information:

- Students can register for their classes through the Student Portal.
- Registration will be available each day between 6:30am—4:00pm
- If you have a hold on your account, you will be blocked from registering. Please contact [billing@aultmancollege.edu](mailto:billing@aultmancollege.edu) if you have questions regarding account balances and holds.

## Spring Registration

Date	Class Level
Tuesday, November 5	Senior
Wednesday, November 6	Junior
Thursday, November 7	Sophomore
Friday, November 8	Freshman

# Registration FAQs

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**1. When is registration for the spring semester?**

- Current student registration for the spring semesters will be held online November 5-8.

**2. What is the order in which students register?**

- Tuesday—Students at the Senior level
- Wednesday—Students at the Junior level
- Thursday—Students at the Sophomore level
- Friday—Students at the Freshman level

**3. How do I know my student level?**

- Your student level is determined by the number of hours earned (including transfer credit). This information can be found on your transcript.
  - Senior: 91+ earned hours
  - Junior: 61—90 earned hours
  - Sophomore: 31—60 earned hours
  - Freshman: 0—30 earned hours

**4. What are earned hours?**

- These are hours a student has earned from classes successfully completed. The classes you are attending for the current semester do NOT count in your earned hours.

**5. What is a pre-requisite?**

- A pre-requisite is a course that is needed to progress. For example, John must complete College Composition I before he can take College Composition II.

**6. What is a co-requisite?**

- A co-requisite is a course you must take (if not already completed) concurrently with another course. For example, John must take Anatomy & Physiology I lecture with Anatomy & Physiology I lab.

**7. What is a degree audit?**

- Your degree audit tells you how many credits you have earned and how many remain to be earned to graduate. Your degree audit is available on the MyAully student portal. If you feel that your degree audit contains errors, please email the Registrar at [registrar@aultmancollege.edu](mailto:registrar@aultmancollege.edu)

# Course Scheduling FAQs

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## 1. Why aren't more sections of each course available with a broader selection of dates and times?

- Aultman College's student population is much smaller than larger colleges and universities. When our semester schedules are built, we strive to offer as much variety as possible, while considering the intent to keep sections full. Keep in mind that courses cannot be scheduled back-to-back. For example, if a class ends at 2:00pm, you cannot register for a class that begins at 2:00pm.

## 2. Will every class be offered every semester? How can I plan ahead?

- Not every class will be offered every semester; however, offerings are based on curriculum sequencing for all degree programs. We work hard to make sure the proper courses are available for all students.

## 3. Will sections be closed? If so, what happens if I'm signed up for that section?

- Every effort is made to not change or close a section any sooner than two weeks before classes begin, but there may be times when this is necessary. Clinical sections can be closed up to the published add/drop deadline. Affected students will be contacted by the Registrar's Office to adjust their schedules.

## 4. The class I want is full. Will additional sections be added?

- If your desired section is full at the time of registration, add yourself to the waiting list. If the list for a course is long, an additional section may be added. If this happens, students who are currently on the waiting list will be notified via their Aultman College email. You will be given a deadline to reply to the email if you want added to the course. Failure to reply by the deadline will result in removal from the waiting list.

## 5. When selecting your courses, please remember that not all clinicals/labs are held at Aultman Hospital. When will I be assigned my clinical/lab location?

- You will not know the location of your clinical at the time of registration. The locations will be assigned closer to the start of the semester, so please allow extra travel time (approximately 45-60 minutes) before and after your clinicals/labs.

## 6. I have testing accommodations. Do I need to build my schedule differently?

- If you have testing accommodations or think you might need testing accommodations, contact Cynthia Martinez in the Student Success Center at [Cynthia.Martinez@aultmancollege.edu](mailto:Cynthia.Martinez@aultmancollege.edu). In general, if you have accommodations, please consider scheduling courses later in the day rather than early morning.

## 7. How do I fill out the Schedule Planning Form?

- Utilize the Course Schedule to fill in the columns on your Plan A and Plan B of the schedule planning form:

### Suggested Schedule for Spring Registration (Plan B):

Course	Description	Section	Credits	Days	Time	Type
PSY 111	Intro to Psych	10	3	--	--	Online

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Schedule Planning Form

*Student Acknowledgement: I understand that this suggested schedule does not guarantee me a seat in the classes listed below. After registration, it is my responsibility to verify my schedule on the student portal. I am aware that I will be financially responsible for any courses not dropped from my schedule, and that I will receive a failing grade for any courses not dropped or withdrawn from my schedule. I understand that it is my responsibility to ensure that I meet the departmental academic requirements of my program and to consult with my advisor as needed.*

Signature of Student: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_

### Suggested Schedule for Spring Registration (Plan A):

Course	Description	Section	Credits	Days	Time	Type

Anticipated Graduation Date: \_\_\_\_\_

**Suggested Schedule for Spring Registration (Plan B):**

Course	Description	Section	Credits	Days	Time	Type

**If you experience any issues while registering, please contact the Office of the Registrar at [registrar@aultmancollege.edu](mailto:registrar@aultmancollege.edu)**