



IMPORTANT REGISTRATION AND ADVISING INFORMATION **Summer and Fall 2009**

OFFICE OF ENROLLMENT SERVICES

● WHEN DO I REGISTER?

Registration for Summer and Fall 2009 semesters begins on April 20, 2009. For your exact date assigned to your course level (GR, SR, etc.), please refer to the Registration and Important Dates documents (included with this correspondence) or on the Office of the Registrar webpage at: http://www.ltu.edu/registrar_office/registration_dates.asp.

● HOW DO I KNOW WHAT IS OFFERED? WHERE IS THE COURSE SCHEDULE?

The searchable course schedule is online on the Office of the Registrar webpage at:
http://www.ltu.edu/registrar_office/registration_schedule_classes_course_schedule.index.asp

Please check this **frequently**. Department chairs are continually working to meet our students' needs. As a result, they will often add a course, change the day or time of a course or cancel courses. It is important and your responsibility to check the schedule on a regular basis. Please remember that the University reserves the right to make changes to the course schedule at any time.

● CUTOFF DATE FOR REGISTRATION

The **LAST** day to register for Summer courses (regardless of the course start date) is June 29, 2009. The LAST day to register for Fall courses (regardless of the course start date) is September 30, 2009. This means that Enrollment Services will NOT accept any registrations after these dates.

While the university has the above deadlines, please note that some departments have a policy that you cannot register for a course one (1) week after it starts (Architecture). You will need to contact your advisor or department about their own policy for your courses.

● HOW DO I REGISTER?

- 1) Seek academic advising **See Academic Advising section below;
- 2) A balance of \$0.00. Students with a balance are not permitted to register.
- 3) Check any holds on your account using BannerWeb and resolve them **PRIOR** to registering. You will be less stressed!
- 4) Register online using BannerWeb. You will need your Banner ID number and PIN. **(NO paper registrations are accepted.)**

● ACADEMIC ADVISING (see advising sheet for detailed information)

- 1) You should always seek advice from your academic advisor prior to registering each semester. **See them EARLY!**
- 2) While your advisor offers you advice on your course selections, **you take responsibility for your actual course selections.**
- 3) For the FALL semester (NOT SUMMER) undergraduate students in the College of Arts and Sciences, students in the Master of Science in Computer Science program and students in the College of Engineering (except undergraduate Mechanical Engineering) are required to obtain an Alternate PIN from their advisor. This enables you to register online using BannerWeb.

● WHAT SHOULD I DO IF I HAVE PROBLEMS LOGGING IN TO REGISTER?

- 1) Contact Enrollment Services at 248.204.2280 or the HelpDesk at 248.204.2330.

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● **WHAT SHOULD I DO IF I HAVE A BALANCE ON MY ACCOUNT?**

You need to address this as quickly as possible. This can be addressed in the following ways:

- 1) Pay the balance; or
- 2) If you are expecting funding through the Office of Financial Aid, please contact them immediately. If they verify that you have a disbursement date that will cover your entire balance, then your financial hold can be adjusted in the computer system and you can register online.

● **IF I HAVE HOLDS, CAN I ATTEND COURSES WITHOUT BEING REGISTERED?**

NO! University policy is that no student should attend courses without being registered. This is why you should begin the process early and have a plan in place.

● **WHAT IF I HAVE A PREREQUISITE OR TEST SCORE ERROR?**

- 1) This means that you are missing a course prerequisite or have not satisfied a Placement Test with a particular score to take the course.
- 2) To take the course without the prerequisite or test score, you need to obtain the permission of the Department Chair offering the course. For example MCS 1424 would be the Department of Mathematics and Computer Science.
- 3) Ask the Department Chair (or their designees) to enter the prerequisite override in the computer system. Then you are able to register online! Hard copy prerequisite waiver forms are no longer accepted.

● **WHAT IF THE CLASS I WANT IS CLOSED?**

- 1) Contact the department chair (or their designee) that offers the course. If appropriate, they can enter an electronic override and you can register online. Again, hard copy registration forms will not be accepted. Instructors MAY NOT sign you into closed courses.