

# REGISTRATION FOR FALL 2009-10

**WHAT:** Registering for Fall Semester 2009-10—Online Course Requests

**WHEN:** April 6 (8 am)-April 15 (2 pm)

**WHERE:** [www.depauw.edu/e/](http://www.depauw.edu/e/)  
Log in with your username and PIN  
Select “**Course Requests**”

## YOU NEED TO KNOW:

- The searchable Schedule of Classes is on the web.
- See “Making Effective Course Requests” which is attached and on the Schedule of Classes homepage.
- Your advising transcript is available on Student e-Services.
- A registration worksheet is available at [www.depauw.edu/admin/registrar/regworksheets.asp](http://www.depauw.edu/admin/registrar/regworksheets.asp)

## To access the registration program you will need the following information:

- ✓ e-mail username
- ✓ PIN (Personal Identification Number)
- ✓ RAC (Registration Access Code)—get from advisor beginning March 30

## The registration program is available:

- 8:00 am, April 6 - 2:00 pm, April 15

## Registration Order

The registration order is L-Z, A-K.

- L-R deadline is Friday, April 10 at 2 pm
- S-Z deadline is Monday, April 13 at 2 pm
- A-E deadline is Tuesday, April 14 at 2 pm
- F-K deadline is Wednesday, April 15 at 2 pm

It is important to enter your requests prior to your deadline. Do not delay entering requests if your schedule is incomplete or you need to speak with an instructor for a SPAC. Changes in requests may be made through the final deadline of Wednesday, April 15<sup>th</sup> at 2:00 pm (Greencastle time). If you miss this deadline, your requests cannot be processed until the course adjustment program becomes available.

## After Registering—April 21 (late afternoon)

Your schedule will be available on Student e-Services and will include a link to the reasons why you did not get enrolled in courses. If you did not receive a full schedule you will be sent an e-mail with information about when you may adjust your schedule.

## ONLINE COURSE ADJUSTMENTS INFORMATION

### DATES/TIMES:

- 8:00 am April 22 for students who need **1.50 or more** courses
- 8:00 am April 23 for students who need **1.25** courses
- 8:00 am April 24 for students who need **1.00** course
- 8:00 am April 27 for students who need **less than 1.00** course
- 8:00 am April 28 for all students who wish to adjust

**PLACE:** [www.depauw.edu/e/](http://www.depauw.edu/e/); login with username and PIN; select “**Course Adjustments.**”

## Adjusting Online—April 28 – noon, June 22

These are real-time adjustments that will not require instructors’ and advisors’ signatures (unless they are full or wait-listed; then you need to secure a SPAC from the instructor). Check your Class Schedule on e-services to verify your schedule.

## QUESTIONS

Call the registrar’s office at 765-658-4143 or e-mail [junewildman@depauw.edu](mailto:junewildman@depauw.edu).