

SAINT MARY'S COLLEGE

FALL 2015 REGISTRATION INFORMATION

<http://www.saintmarys.edu/registrar>

SCHEDULE OF CLASSES: The *Schedule* will be available via *PRISM* as well as the registrar's office homepage on March 11. The information on the web will be updated daily with corrections and additions as they become available.

ADVISING FORMS: Students need to plan their semester schedules with their advisors. Advising forms are available:

- in the Academic Affairs Office (121 Le Mans)
- on the Office of the Registrar website (under Registration)

ADVANCE REGISTRATION: Advance registration in the academic departments may begin after spring break (see your academic department for specific instructions). Students who have declared their major (and/or minor) or are intending to declare a specific major may advance register for classes in their major/minor according to the guidelines set forth in the individual academic departments (March 16 through April 10).

PRE-REGISTRATION FOR GENERAL EDUCATION AND ELECTIVE COURSES: Students will pre register via *PRISM* for General Education and elective courses on the dates listed below. Pre-registration will be ordered by classification. Step-by-step registration instructions are available at the Registrar's Office homepage (Student/Registration/), and are also linked from *PRISM*.

ALTERNATE PIN (APIN): The Alternate PIN is required to access registration in *PRISM*. **The Alternate PIN is not used to login to PRISM. Instead, it is used to access the registration/drop/add portion of PRISM from the Registration menu.** It is different every semester and will be made available to you by your primary advisor (see Advisor Information below) or the department chair in your major (or intended major) department after spring break.

ADVISOR INFORMATION: If you don't know who your primary advisor is, follow the instructions below.

- **To view your primary advisor and current major information,** go to *PRISM, Student & Financial Aid, Student Records, View Student information.* The primary advisor listed here will have your APIN.
- Any sophomore or junior who has not yet officially declared a major program (i.e., submitted a *Declaration of Major* form), and may not have a departmental advisor may obtain her APIN from the Academic Affairs Office, 121 Le Mans

PRISM REGISTRATION TIMES: Beginning **March 16,** you can find your registration times on *PRISM, Student and Financial Aid, Registration, Check Registration Status/Times.* Every student will be assigned a start time in which they can access *PRISM* to pre-register. Students who have trouble registering via *PRISM* or are unable to register during their assigned time slots may register in the registrar's office anytime after their assigned time.

DATES FOR PRE-REGISTRATION: The following are the dates for pre-registration on *PRISM:*

- **Students who have completed at least 75 semester hours** – April 13-14
- **Students who have completed at least 45 semester hours** – April 15-16
- **Students who have completed less than 45 semester hours** – April 20-21

NOTE: All first year students will receive and follow instructions from the Office of First Year Studies regarding advance/pre-registration. Also see the [Office of First Year Studies website](#) for additional information.

OPEN REGISTRATION: Following Pre-Registration, students may add, drop or change sections on *PRISM* through May 31st. Open registration will begin again on July 1st and continue through August 30th. **Students should be cautious when dropping and adding and should consult their academic advisors in advance.** To change a course to pass/fail or audit, complete the appropriate form (available in the Office of the Registrar) and submit it by the deadline (see below -- "Deadlines").

WAITLIST: Students may have the opportunity to register for a waitlist on selected courses. See a complete description of guidelines and procedures on the Office of the Registrar homepage.

OVERLOAD: Any student who plans to take more than 18 hours may receive permission from the Academic Affairs Office in advance. **NOTE:** Registered hours in excess of 18 are billed at the rate set by the College.

COURSES REQUIRING PERMISSION: Students cannot register on *PRISM* for any course that has a reference to "Permission Required". Take the signed registration form with the approval of the department or instructor duly noted to the registrar's office, department secretary or Academic Affairs Office where the course will be entered.

DEADLINES:

- Last day to ADD a class on *PRISM* is Sunday, August 30.
- Last day to ADD a class with Instructor Permission is Tuesday, September 1.
- Last day to choose PASS/FAIL and/or AUDIT is Friday, September 4.
- Last day to DROP a class is Friday, September 25.

NOTRE DAME CO-EXCHANGE AND NORTHERN INDIANA CONSORTIUM FOR EDUCATION (NICE) INFORMATION

Please refer to the Office of the Registrar homepage (<http://www.saintmarys.edu/registrar>) for complete guidelines for taking a course through the SMC/ND Co-Exchange or through the Northern Indiana Consortium for Education (NICE).

NORTHERN INDIANA CONSORTIUM FOR EDUCATION (NICE) All full-time Saint Mary's students may take courses not available at SMC at the following area colleges on a *space-available basis* only during the fall or spring semesters: Bethel College, Goshen College, Holy Cross College, Indiana University at South Bend, and Ivy Tech Community College. Courses cannot be added before the first class day at the host institution and must be processed by the add deadline at the respective college. Forms are available in the Office of the Registrar. Approval (signatures) must be obtained by your academic advisor, Ms. Susan Vanek (121 Le Mans) and the Registrar. Take the form to the host college and secure permission (signature) from the instructor of the course, then take the form to the host registrar for processing.

SMC/ND CoEXCHANGE - All Saint Mary's students who plan to take a course at ND must submit a *SMC@ND Co-Exchange Form* **every semester**, even if you are enrolled in a ND course this semester. The form is available on the registrar's office homepage. Complete the form **before leaving for break** to receive a priority registration time to register for a class during pre-registration.

- If you are not sure whether or not you will take a class, you should still submit the form -- there is no penalty if you do not take a class.
- Students who **do not** submit forms by this deadline may submit a form later, but **must wait until the first day of classes in the next semester to register for a course at Notre Dame.**