

# SAINT MARY'S COLLEGE

## SPRING 2016 REGISTRATION INFORMATION

<http://www3.saintmarys.edu/registrar>

**SCHEDULE OF CLASSES:** The *Schedule* is available via *PRISM* or the Registrar's office homepage. The information on the web will be updated daily with corrections and additions as they become available, so this will be the most accurate source of course information.

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

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

**ADVANCE REGISTRATION:** Advance registration in the academic departments may begin after fall 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. (October 26 through November 13).

**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/Spring 2016 Registration Instructions), and are also linked from *PRISM*.

**ALTERNATE PIN (APIN):** The Alternate PIN is required to access registration in *PRISM*. **Do not use the APIN 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 available from your primary advisor (see Advisor Information below) or the department chair in your major (or intended major) department after fall 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 Tab*>*Student Records*>*View Student Information, Advisor, Major*. 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 November 2<sup>nd</sup> you can find your registration times on *PRISM*>*Student Tab*>*Registration*> *Check Your Registration Times*.** Every student will be assigned two times in which they can access *PRISM* to pre-register. Students may register in *PRISM* beginning on their Pre-Registration date and continuing through January 17th.

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

- **Students who have completed 85 semester hours** – Registration begins on November 16
- **Students who have completed 53 semester hours** – Registration begins on November 18
- **Students who have completed 24 semester hours** – Registration begins on November 23
- **Students who have completed less than 24 semester hours** – Registration begins on November 30

**NOTE:** All first year students will receive via e-mail 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:** All students may add, drop or change sections on *PRISM* through January 17th. **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, the forms will be available in the Office of the Registrar and must be submitted by the deadline (end of the 2<sup>nd</sup> week of classes--see "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" in the Notes/Prerequisites column in this Schedule. Contact the Administrative Assistant in the department offering the course for registration assistance.

**DEADLINES:**

- Last day to ADD a class via *PRISM* is Sunday, January 17.
- Last day to choose PASS/FAIL and/or AUDIT is Friday, January 22.
- Last day to DROP a class is Friday, February 12.

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

Please refer to the Office of the Registrar homepage (<http://www3.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.**