The following information will assist you as you continue in your academic career. Please pay special
attention to this information as you plan your course schedule.

**General Information:**

**Continuing undergraduate students** can register for their fall semester classes in April, before they leave
campus for summer break. This gives continuing students priority on their classes before new student are
allowed to register during the summer months. Continuing students will register for the spring semester in
November, before the Christmas break. Participating in **Fall Clearance** when you return to campus in
August is **required** for all undergraduate students to confirm their classes selected and to make sure you are
cleared to attend classes. The classes you select **can** be changed through procedure outlined below.

**Registration helpful hints:**

- You must register online.
- All pre-requisites must be met before you may enroll in a course.
- Keep in mind that although 12 units are considered full-time status; students planning to
  graduate in four years need to average 16 units per semester.
- Per the general catalog, 18 units are the maximum units you may carry. Students enrolling
  for more than 18 units must complete an **overload form**. Overload tuition may apply.
- If you are planning to register for two courses that have time conflicts, you must complete a
  **Time Conflict Form**, before you will be allowed to enroll in the conflicting courses. (Time
  Conflict Forms are available in the Registrar’s Office or from your staff advisor.)
- If you are planning to enroll in any of the following courses you will need the appropriate
  forms completed before registration:

<table>
<thead>
<tr>
<th>Course</th>
<th>Form needed</th>
<th>Where to get it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicum/Internship</td>
<td>Practicum/Internship App.</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Applied Music/Ensemble</td>
<td>Applied Music Registration</td>
<td>Music Department</td>
</tr>
<tr>
<td>Individualized Study/Honors</td>
<td>Individualized Study Form</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Study Abroad/Exchange Prog.</td>
<td>Study Abroad Application</td>
<td>Registrar’s Office</td>
</tr>
</tbody>
</table>

**Registration Deadlines:**

Registration deadlines are strictly enforced. Please check the academic calendar for add/drop and graduation
application deadlines. Registration dates are set to give continuing students priority over new students.
After classes begin, online registration will **not** be available and students must register and/or make class
changes through the Registrar’s Office (Grimm Hall 1st Floor).

**NOTE:** Course scheduling may change due to variables such as enrollment, time/instructor conflicts, etc.
Please check your schedule on Banner Web before returning to campus.

*It is the Student’s responsibility to make sure that all completed forms reach the
Office of the Registrar by the required deadlines.*