<u>Meeting with Your Faculty Advisor</u>
Student Checklist

If you haven't been officially admitted to your major, you'll need to meet with your Faculty Advisor to review your plan for next quarter and get your registration hold lifted. It's still a great idea to meet with your Faculty Advisor when you've been accepted to a major or minor as they are experts in their field and will be wonderful guides to you.

□ **Review Time Schedule**

You can use the [Time Schedule]() to plan out future quarters and see when classes will be offered during the current academic year. By clicking *Course Details* next to any given course, you can see the prerequisites and restrictions for the course.

□ **Know Your Registration Time**

All students must log into Banner to find out when they are eligible to start registering. To view your registration appointment time:

- Log in to Banner
- Go to *Student Menu* > *Registration & Class Schedules* > *Prepare for Registration*
- Select a term > *View Time Ticket*

□ **"Plan Ahead" in Banner**

Prior to meeting with your Faculty Advisor, you should create a potential plan. The "Plan Ahead" feature in Banner allows you to create potential schedules for future terms. This plan can be viewed by your Faculty Advisor ahead of your meeting. If you do not create a plan, your Faculty Advisor may cancel your meeting until one is created. To start a plan:

- Click *Plan Ahead* in the *Registration Menu.*
- Select one of the available terms.
- Click *Create a New Plan* to begin.
- You'll be directed to a search page.
- Once you've entered criteria in one or more fields, click *Search.*
- Not all courses are offered every term, so you must click *View Section* in the far right column of the course(s) you are interested in. You will be able to see each section that is offered for the term you are searching.
- When you find a section you wish to add to your plan, click *Add*. Repeat this process to find additional courses by clicking on the *Catalog Search Results* back arrow in the upper left side of the search results block, and then the *Search Again* green button.
- Once you've added all the sections to your plan that you wish, click *Save Plan* in the lower right hand corner. You'll be prompted to name the plan.
- When you return to the Plan Ahead page in the future you will be able to see your saved plan(s). Plans can be viewed by you and by your advisors (faculty advisor, program advisor, and academic counselor).

□ **Meet with Your Faculty Advisor**

Additional registration preparation to keep in mind:

Taking more than 18 Credits (Overload Credits)
To be full-time, students must take 12-18 credits per quarter. Some quarters you may find that you need to take more than 18 credits. To do so, you must contact SAS at sasinfo@spu.edu. If you meet the necessary criteria, the Registration Office will raise your credit limit and you will register for the additional credits. There are exceptions to this policy so please be sure to contact SAS.

Please note that overload credits are subject to additional tuition charges. Certain courses may be eligible for free overload. Please see Student Financial Services for information about those charges.

Registration Holds
Registration holds will prevent a student from adding classes to their schedule. All holds must be removed prior to the start of advanced registration in order to register. It is the student's responsibility to pursue the successful resolution of these holds.

Common holds include:

- Past due balance: see Student Financial Services
- Health history / immunization: see the Health Center
- Faculty Advisor: meet with Faculty Advisor
- Center for Learning: see Center for Learning
- Academic Warning: see Academic Counselor
- Academic Probation: see Academic Counselor

To view your holds:

- Go to *Student Menu* > *Class Registration and Planning* > *Prepare to Register*
- Any holds on your account will be listed, along with the department initiating the hold. Only the department initiating the hold will be able to remove it from your account.

Registration Permissions
Some courses may require permission, or an override, for you to be able to register. You can see whether a course has any such restrictions on it by viewing the "course details" listed in the Time Schedule. **Contact your faculty advisor about any issues with course restrictions.** Course instructors do not lift these holds.

To view your current (already granted) permissions:

- Go to Banner > *Student Menu* > *Registration and Schedules Menu* > *Class Registration and Planning* > *Prepare for Registration*
- On this page you will be able to view any overrides that have been entered for you