

**Registration Help screens:** All new students will register for Fall 2010 via The Hub. Go to the Registrar's homepage and click on "The Hub" icon. Log in as yourself and access the "Student" menu. Click on the Help button to review instructions for accessing informational pages. Click on "Registration" in the Help section to review web registration functionality.

**Your Registration Priority day and time** for fall term may be found by clicking on the "Am I Registration Ready" link on The Hub. You will have an entire day to complete your registration. You will be able to register and make changes to your registration during your registration day (12:01 am to 11:59 pm Central Daylight time). Carleton is on a three-term calendar; students are assigned priority times randomly and equally, so that each student has an early, a middle and a late registration priority time during the year. If you are registering toward the end of the fall registration period, be assured that your place in the queue will be better next time!

## **The Registration Process**

**Creating your preferred sections list:** You can create your list of preferred sections prior to registration. Knowing the synonym numbers (the 5 digit number associated with each class) for your proposed classes and using the "Express Registration" option will speed up this process.

**Registering:** When it's time to register you can just use the "Register for previously selected sections" link and select your final choices from your preferred sections which are still open. Click on the "Registration" link on The Hub to access these and other registration screens. You are required to register for 18 credits of 6- or 3-credit courses and in addition many students register for PE activities, Music lessons and ensembles. Read the registration information on the New Student web site under Course Navigator <[https://apps.carleton.edu/newstudents/registration/navigator/?\\_step=PreregistrationForm](https://apps.carleton.edu/newstudents/registration/navigator/?_step=PreregistrationForm)> for help making informed registration choices.

**Seat availability:** You can check available class seats prior to and during registration by clicking on "Search for Sections (real time)" or "Search for Classes via ENROLL (updated hourly)" on The Hub. During registration, "Search for Sections" and the registration screens will have current seat availability information; information in ENROLL is likely to become dated because it only refreshes on an hourly basis.

**Waitlisting:** If there is a closed course you are very interested in, you can waitlist it during registration via the "Registered for previously selected sections" link in the hopes that a seat will open up for you when the fall term begins. You can also drop yourself from a waitlist or check your position on the waitlist via the "Manage My Waitlist" link from The Hub. You may waitlist for a course which conflicts with a registered course. You are not allowed to waitlist for multiple sections of a course or for another section of a course in which you are enrolled. To waitlist a closed lecture/zero-credit lab pair, waitlist the zero-credit lab only. **A waitlisted course does not count toward the minimum of 18 credits you should be registered for when you complete your**

**registration.** You will be told more about how to register for a waitlisted course during New Student Week.

**Technical problems:** Should you have technical difficulties while using the web registration screens, the Student Computing Information Center (1-507-222-4040) will be available to help you during business hours (8 AM - 4:30 PM (CST) Monday-Friday). Creating your preferred sections list and resolving any technical issues prior to registration should help ensure that your registration goes smoothly.

**The day after you complete registration** you will get an email from the Registrar. The Registrar will let you know if your registration looks good or if he has suggestions for improving it. At that point in time any necessary changes will typically be made over the phone. During New Student Week, you will meet with your academic adviser and have an opportunity to confirm your registration or make additional changes to it. Changes to registration after classes begin—including registering for waitlisted courses—must be completed via a drop/add paper process within published deadlines.