Pre-Registration for Fall Semester 2015 and Summer 2015—Main Campus Undergraduate Only

Class schedules will be available on-line rather than as hardcopy booklets and may be accessed as .pdf documents by Friday, March 13, 2015 on the Campbell Website at www.campbell.edu/preregistration. Once the .pdf document has been placed on the Website, any changes in the schedule will necessitate the posting of a new .pdf copy of the schedule. Please refer to the Website frequently.

Pre-registration for fall semester 2015 begins on Monday, March 16 and extends through Friday, April 17, 2015. Pre-registration may be accomplished in two ways: (1) those who qualify may pre-register on-line through their Web Access accounts or (2) through the academic adviser in the traditional manner. In any case, students must meet with an adviser for ADVS-100—a non-credit course that can only be added by an adviser thereby assuring that all students have counseled with an adviser during the registration process.

Registration priority groupings or windows are set for the following categories and student groups beginning Monday, March 16 and closing on Friday, April 17, 2015.

PRIORITY GROUP 1: MONDAY, MARCH 16 – FRIDAY, MARCH 20—Students with 97+ hours completed, plus student athletes, cheer leaders, pep band members, Honors Program students and Teaching Fellows will register either on-line (if they meet the conditions for on-line registration) or with their faculty advisers. Self-registration access will be denied for students at the close of this window of opportunity. It will, however, remain open for advisers to make schedule adjustments or corrections and to accommodate late pre-registrations.

PRIORITY GROUP 2: MONDAY, MARCH 23-FRIDAY, MARCH 27—Students with 80 to 96.9 hours completed may register either on-line (if they meet the conditions for on-line registration) or with their faculty advisers. Self-registration access will be denied for students at the close of this window of opportunity. It will, however, remain open for advisers to make schedule adjustments or corrections and to accommodate late pre-registrations.

PRIORITY GROUP 3: MONDAY, MARCH 30-MONDAY, APRIL 6—Students with 48 to 79.9 hours completed may register either on-line (if they meet the conditions for on-line registration) or with their faculty advisers. Self-registration access will be denied for students at the close of this window of opportunity. It will, however, remain open for advisers to make schedule adjustments or corrections and to accommodate late pre-registrations. Period extended through Monday, April 6 to accommodate the Easter Friday University holiday.

PRIORITY GROUP 4: MONDAY, APRIL 6—FRIDAY, APRIL 10—Students with 12 to 47.9 hours completed may register either on-line (if they meet the conditions for on-line registration) or with their faculty advisers. Self-registration access will be denied for students at the close of this window of opportunity. It will, however, remain open for advisers to make schedule adjustments or corrections and to accommodate late pre-registration.

PRIORITY GROUP 5: MONDAY, APRIL 13—FRIDAY, APRIL 17—Students with fewer than 12 semester hours completed must register through their faculty advisers during this window of opportunity. On-line registration is not an option for this group. The system will remain open for adviser to make schedule adjustments or corrections and to accommodate late pre-registrations.

Note: Completed hours DO NOT include registered hours in progress.
The system will remain open to advisers until Monday, May 18 at 4:30 pm when it will be closed to allow us to run Summer School I class rosters.

**To qualify for on-line registration:**

To be eligible for on-line registration, students must have *completed* a minimum of 12 semester hours with an overall ‘C’ average (2.000) or better. Students with grade point averages below 2.000 or who have *completed* fewer than 12 semester hours must register during their priority time by appointment with their academic advisers.

**Things to do prior to pre-registering:**

1. Read the University Bulletin in effect at the time you entered Campbell University and understand that you are responsible for its contents relative to your major and degree requirements. Current as well as archived bulletins may be accessed on the Website at: [www.campbell.edu/catalog](http://www.campbell.edu/catalog). Earlier bulletins may be accessed through [www.campbell.edu/catalog/past-course-catalogs](http://www.campbell.edu/catalog/past-course-catalogs).

2. Run a Program Evaluation/Degree Audit through your Web Access, observing requirements and making sure that any exceptions, exclusions, or waivers that have been granted by an appropriate dean have been posted.

3. Make sure that you have no “hold” flags that will prevent you from pre-registering on-line or through your adviser. Hold flags typically blocking a student’s registration include: *AR—Financial, ADM—Admissions, SA—Honor Code, PC—Provisional Students, LOW—grade point average too low to qualify for on-line registration, and RT—Retention*. Students logging onto their Web Access accounts will be able to see if they have hold flags; the telephone number of the office responsible for placing and removing the flags will also be provided. **There are other acronyms in the “hold” fields which will not affect pre-registration. Those are PRA, EREF, and BOAP.**

Please note that PRA (Pre-Registration Access) is a hold flag that prevents students from registering “on-line” until they are eligible to do so under the rules for on-line registration. It is automatically removed when a student becomes eligible and is reinstated when the student’s “window of opportunity” closes. Advisers can override an PRA hold.

4. Secure an appointment time with your adviser during your registration priority time to review your on-line pre-registration or to pre-register you. The adviser will also add ADVS-100 to the schedule to verify that you have seen an adviser.

**How to Register Through Web Access:**

A slide demonstration has been posted to the Campbell University Website which provides step-by-step instructions to assist students with registering on-line. A green bar at the
bottom of the demonstration permits students to pause, rewind, or fast-forward through the demonstration. The location of this file on our Website is:  http://www.campbell.edu/how-to-preregister

Remember, when registering for upcoming classes on-line, you need to register for the following term(s):

- Main Campus Undergraduate Classes – Fall 2015 15/MC1
- Main Campus Undergraduate Classes - Summer I 2015 15/MC5
- Main Campus Undergraduate Classes - Summer II 2015 15/MC6
- Main Campus Undergraduate Classes - (run full summer) 15/MC7

**How to Register for Campbell University Online classes:**

*Note: Main Campus Undergraduate students must have their adviser’s approval to take online courses.*

For information on how to register for online classes, to review the policies, and to see what classes are available online please go to:

[http://www.campbell.edu/online/](http://www.campbell.edu/online/)

**Confirming Registration:**

Once you have preregistered, you will be considered registered and no further confirmation will be necessary. However, should you decide that you will not attend any of the terms for which you are registered, you should notify the Registrar’s Office so that we can cancel your schedule and void your tuition charges.