Pre-Registration for the Spring Semester 2015—Main Campus Undergraduates Only

Class schedules will be available on-line rather than as hardcopy booklets and may be accessed as .pdf documents by Friday, October 10, 2014 on the Campbell University 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 the spring semester 2015 begins on Monday, October 13 and extends through Friday, November 14, 2014. 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 to register 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 Monday, October 13 – Friday, November 14, 2014.

MONDAY, OCT. 13- FRIDAY, OCT. 17—Students with 97+ *completed hours, 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 these students at the close of this window of opportunity. It will remain open for advisers to make schedule adjustments or corrections.

MONDAY, OCT. 20.-FRIDAY, OCT. 24—Students with 80 to 96.9 hours *completed may register on-line through their WebAccess (if they meet the conditions for on-line registration) or with their advisers. Self-registration access will be denied for these students at the close of this window of opportunity. It will remain open for advisers to make schedule adjustments or corrections.

MODAY, OCT. 27-FRIDAY, OCT. 31—Students with 48 to 79.9 *completed hours may register on-line through their WebAccess (if they meet the conditions for on-line registration) or with their advisers. Self-registration access will be denied for these students at the close of this window of opportunity. It will remain open for advisers to make schedule adjustments or corrections.

MONDAY, NOV. 3-FRIDAY, NOV. 7—Students with 12 to 47.9 *completed hours may register on-line through their WebAccess (if they meet the conditions for on-line registration) or with their advisers. Self-registration access will be denied for these students at the close of this window of opportunity. It will remain open for advisers to make schedule adjustments or corrections.

MONDAY, NOV. 10- FRIDAY , NOV. 14—Students with fewer than 12 *completed hours must register through their advisers during this window of opportunity. The system will remain open for advisers to make schedule adjustments or corrections.

*completed hours DO NOT include registered hours in progress.

NOTE: The system will remain open to advisers until Tuesday, January 6 at 4:30 PM when they will be closed to run 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/academics/catalog/past-course-catalogs](http://www.campbell.edu/academics/catalog/past-course-catalogs).

2. Run a Program Evaluation/Degree Audit through your WebAccess, 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 WebAccess 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 ONR, EREF, and BOAP.**

   Please note that ONR 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 ONR 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 On-Line:**

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](http://www.campbell.edu/how-to-preregister). Although this step-by-step guide was
produced several semesters ago, the process still follows these steps. View the presentation several times to gain confidence before you preregister.

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

Main Campus Undergraduate Classes – Spring 2015

15/MC3

Be sure to schedule an appointment with your adviser before the end of your priority access to have **ADVS-100** added to your schedule. This non-credit class lets us know that all schedules have been approved by a faculty adviser!

**Please note:** Students wishing to register for online classes must adhere to the policies, procedures, and dates provided by the Undergraduate Studies Bulletin and Campbell University Online, the link to which is: [www.campbell.edu/online/academics/courses](http://www.campbell.edu/online/academics/courses). You cannot register for Internet/Distance Education courses on-line. You must see Mrs. Marty Blackmon in the Department for Online Education, at 79 Bolton Road.

**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.