Spring 2016 Registration Step by Step for Current Biology Students

1. Review the attached sample curriculum chart and Degree Requirements
   a. Check off the courses you have already taken
   b. Identify the courses you wish to take making sure you have taken any prerequisites

2. Prepare a draft schedule
   a. Use the attached worksheet for the courses you want. Be sure to include CRN, Course and section (e.g. BIOL 112L-02), Title (e.g. General Biology II Lab), day and time (e.g. Tuesday 2-4:30)
   b. Look for conflicts in dates, times. Be aware of classes that are not offered every semester (e.g. BIOL 112-01 is only offered in the spring).

3. Bring your draft schedule and list of classes you have already taken to the appropriate Group Advising session
   a. Session #1 is Monday, Nov 16 4-5pm in Speare 113 “CITL” with Dr.s Kieft, Kirk and Reiss
   b. Session #2 is Monday, Nov 23 5-6pm is Jones-Annex 218 “Ananda” with Dr. Rogelj

4. Listen to the presentation about the basics of what you need to do to complete your Spring registration. Note any questions you have or adjustments you need to make to your draft schedule.

5. Present your draft schedule to your Faculty Advisor
   a. Student Peer advisors will be available to help you with your draft schedule and answer any questions they can. Peer Advisors who have reviewed will initial your draft to aid the Faculty. If you think your draft will not need adjusting, you may go directly to your Faculty Advisor.
   b. Present your draft to your Faculty Advisor for approval. Ask any questions the Peer Advisor could not answer. Try to be brief as time is very limited.

6. Obtain your APIN
   a. If your Faculty Advisor approves your schedule, you may be given your APIN for registration.
   b. If your schedule needs adjustment that can’t be made at the time (e.g. You need to look up and juggle a number of courses to avoid conflicts), make your adjustments and then email your revised schedule to your Advisor for approval, copying the Department Admin on the email (Vanessa at either vanessaq@nmt.edu or biology@nmt.edu). Your Advisor may approve your schedule and email you your APIN, approve your schedule and authorize the Department Admin to give you your APIN, or not approve your schedule and give you additional input or ask you to schedule a meeting.

Spring 2016 Course Offerings are now available on Banweb. Pre-registration begins November 30. You may register on or after the day reserved for your current class standing.

Thank you!
Vanessa