

HELP!!
What do I do if...

<u>Registration Situation</u>	<u>Student's Action</u>	<u>Instructor's Action</u>	<u>Adviser's Action</u>	<u>Chair's Action (or Support Staff)</u>	<u>Dean's Action (or Support Staff)</u>	<u>Registrar's Action</u>
Prerequisites not met (PR)	1) Print Prerequisite Waiver Petition- http://www.valpo.edu/registrar/Forms/rereq.pdf 2) Fill out form 3) Have instructor or chair of instructor's department sign form 4) Turn completed form in to Registrar	1) Sign form if prerequisite waiver is OK (department chair may sign for instructor)		1) Sign form if prerequisite waiver is OK (optionally can e-mail registrar@valpo.edu with approval)		Registrar MUST enter the course - students will not be able to override prerequisites.
Waitlisted course (WL)	1) Put your name on the waitlist for the course 2) You will be sent an e-mail if a seat becomes available 3) Add the course to your schedule within 1 day.			1) E-mail Registrar's Office only if you want to over-ride the waitlist priority.		Registrar MUST enter course for student if waitlist priority is being overridden.
Time Conflict (TC)	1) Print Time Conflict Form - http://www.valpo.edu/registrar/timeconflict.pdf 2) Fill out form and get both instructors signatures 3) Turn form into registrar's office. 4) Register for one of the courses.	1) Sign form if an agreeable arrangement can be made				Registrar MUST enter conflicting course after student has entered one course.
Credit overload up to and including 20 credits	1) Print out Overload Petition - http://www.valpo.edu/registrar/overload.pdf 2) Fill out form 3) Take to adviser for signature 4) Take to dean for approval 5) Register online after approval by Dean.		1) Sign overload form, indicating approval or not		1) Sign form 2) Enter approval on STPE	Can optionally enter approval on STPE
Credit overload for 21 credits and over	1) Print out Overload Petition - http://www.valpo.edu/registrar/overload.pdf 2) Fill out form 3) Take to adviser for signature 4) Take to dean for approval 5) Take to Registrar to enter credits that are 21 and above.		1) Sign overload form, indicating approval or not		1) Sign form 2) Enter approval on STPE	Registrar MUST enter all courses above 20 credits

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Instructor's approval required (IA)	1) Contact instructor to receive approval	1) Notify one of the following to enter approval on STPE: support staff, chair, registrar		1) Enter approval on STPE		Can optionally enter approval on STPE
Chair's approval required (CA)	1) Contact department chair to receive approval			1) Enter approval on STPE		Can optionally enter approval on STPE
Dean's approval required	1) Contact dean to receive approval				1) Enter approval on STPE	Can optionally enter approval on STPE
Add a course after registration	1) Student may add a course that has seats available at any time until the end of the drop/add period the following semester.		Adviser receives e-mail notification of add			
Drop a course after registration	1) Student may drop a course at any time until the end of the drop/add period.		Adviser receives e-mail notification of drop			
Dropping all courses before semester begins	1) Student may drop all but one course 2) Contact registrar@valpo.edu to drop last course					Registrar <u>MUST</u> be informed of student's intention to drop all classes and will drop the last class.
Take a Course S/U	1) Print out petition to take a course SU http://www.valpo.edu/registrar/websu.pdf 2) Fill out form and take to adviser for signatures 3) Turn in completed form to Registrar 4) Register for regular grade to get a seat in the course.		1) Sign off on petition form if you approve.			Registrar <u>MUST</u> enter course for SU; course cannot be in student's major or minor fields
Audit a Course - NOTE: after the semester drop/add period ends, a CAPS petition is required to audit a course	1) Print out petition to audit a course http://www.valpo.edu/registrar/webaudit.pdf 2) Fill out form and take to adviser and department chair of course for signatures 3) Turn in completed form to Registrar 4) Register for credit to get a seat in the course.		1) Sign petition form indicating your approval (or not)	2) Sign petition form if approved		Registrar <u>MUST</u> enter course for audit; student may enter it for credit, but can not change it to audit.