

REGISTRATION, HOLDS, PRE & CO-REQS, CLASS LEVELS

Registration

When students register for courses, it is an agreement between Washington College and the student to attend and pay for the registered courses unless the courses are dropped by an approved method. Payment is always due prior to the first day of the semester in which the courses are offered. Bills for tuition and other services are available to students via their Self-Service.

Registration Holds

Prior to the registration period, students will find specific registration information and instructions available on the Registrar's Office website. These instructions remind the student to complete several tasks prior to the start of registration, including a review of any active holds on Self Service. Possible student holds may include a "no registration" hold from the Business Office, Health Services, the Provost's Office, Registrar's Office, or Student Affairs. Any of these holds will prevent registration for new courses until the hold is lifted by the originating office.

Registration for New Entering Students

New entering first-year and transfer students register prior to the beginning of the semester after meeting with a faculty advisor. New students, who wish to make changes to their first semester course schedule, after this initial meeting, must submit a hard copy Drop/Add form, with advisor signature to the Registrar's Office, or send an email, that contains the faculty approval email to the Registrar's Office.

Current Student Registration

Returning students register by class level (see below). Priority registration begins midway through October for the subsequent Spring and midway through March for the subsequent Fall. Registration by class level is determined by the number of credits the student has earned at the time of registration.

Class Level Standing

- Freshman: 1-27 earned credits
- Sophomore: 28-59 earned credits
- Junior: 60-91 earned credits
- Senior: 92 or more earned credits

All students who plan to attend in the coming semester should register during the priority registration period to secure their seat in courses and to avoid lapses in scholarship and financial aid eligibility. Students must schedule an appointment with their faculty advisor during the same week as their registration date with their faculty advisor, who approve them to register. Students place courses they wish to enroll in on the Planning Tab in Self-Service. The faculty review the courses and if they agree, they electronically allow the student to register.

Registration is divided into three distinct time periods:

- priority registration by class year;
- online Drop/Add for all students; and
- Drop/Add for all students.

1. Priority registration opens for Seniors on a Friday in mid-October and Seniors are given priority through the following Monday; the Senior registration period remains open through the Drop/Add period.
2. Priority registration for Juniors begins on Friday following Senior registration and Juniors are given priority through the following Monday; Junior registration remains open through the Drop/Add period.
3. Priority registration for Sophomores begins on Friday following Junior registration and Sophomores are given priority through the following Monday. Sophomore registration remains open through the Drop/Add period.
4. Freshmen registration begins on Friday following Sophomore registration and remains open through the Drop/Add period.

Prerequisites and Corequisites

Course descriptions specify whether a course has one or more prerequisites (courses that must be completed before being able to register for the desired course). Co-requisites (courses that must be taken either prior to or concurrently with the desired course). Instructors may waive a prerequisite or co-requisite.