

New Fall Class Schedule and Registration Process

Beginning next week, all returning students will register for Fall 2020 classes in the new module system. Below are the answers to common questions and important information you will need to register for your courses. Attached are the fall class schedule, the module schedule, and instructions for music ensembles and lessons. After reading this material, if you have any questions or need help with scheduling or registration please email advising@albion.edu.

How many courses do I register for?

You will register for four 1 unit courses as you do every semester. The difference here is that *you will register for two 1 unit courses in both Module A and Module B.*

Can I take three 1 unit courses in a module?

No. You may only take two 1 unit courses in a module.

What about .25 and .5 units courses? Can I register for them?

Yes. There are a number of .25 and .5 unit courses being offered in the fall semester. *You may take up to 4.5 units total for the fall semester or 2.5 units total in any one module.*

What about labs?

In the module system you don't have to register for labs separately in most cases. *However there still are some courses that require you to register for a separate lab section.*

Are there classes that span both modules?

Yes, but very few and they are all .25 or .5 unit courses. There aren't any 1 unit courses that span both modules.

How can I tell which module a course is in?

Every course has a module notation in the section number. For example, the section number might read A1, which would be Module A. Or it might say B2M, which would be Module B. Courses without an A or B span both modules.

How can I tell if there has been changes to the class schedule?

The class schedule is posted on the Registrar's Office website at <https://www.albion.edu/academics/registrar/course-schedules>. All changes to the schedule are in red on the schedule posted there.

REGISTRATION PROCESS

There will be a new registration process to accommodate our shift to the module system. This system is still seniority based, but students will register for classes on an incremental basis. *The Registrar's Office and the Academic Departments will work with students to make sure they are able to graduate on time.* The changes we are making will not keep any student from graduating.

What will the registration process be like?

Registration will take place in four rounds. Students will register for one course at a time each day/round of registration with a pause of one day in between each registration day. We strongly suggest that students enter their registration time knowing what class they want in advance. Seniority is still in effect as Seniors will go first each round, followed by Juniors, and then Sophomores. Your assigned registration time will be the same for each round of the registration process.

Registration will start on **Monday, July 13**. Students will register for a single 1 unit class starting that day.

The second round of registration will be **Wednesday, July 15**. Students will register for their second 1 unit class starting that day. Students may also make changes to their schedule, but cannot exceed two 1 unit courses at that time.

The third round of registration will be **Friday, July 17**. Students will register for their third 1 unit class starting that day. Students may also make changes to their schedule, but cannot exceed three 1 unit courses at that time.

The final round of registration will be **Monday, July 20**. Students will register for their fourth 1 unit class and any .25 or .5 unit courses starting that day. Students may also make changes to their schedule, but cannot exceed 4.5 units total for the semester.

How should I prepare to register?

We suggest you use the following system to build your new schedule:

1. First, examine the new schedule and find the four classes you previously registered for.
2. Make a note of whether this class remains offered and available to you (many classes have had day or time changes, some had to be canceled due to the new schedule format, and some new sections have been added).
3. For each class from your originally planned schedule, make a note of whether this is a Module A or Module B class. If you have more than two classes in a module, start by ranking your top two choices per module.
4. Compare the block assignment for those classes to be sure they don't overlap. If they do, you'll need to make a preference and replace the other class.
5. Then, examine the choices offered for the other module where you lack two classes and select one or two courses to fill out your schedule.
6. Rank your full semester choices from 1-4, with one being your most desired class and 4 being the least desired class. Again, double check you have only two per module! We suggest prioritizing **major requirements first, core graduation requirements second and elective desires third.**

How will I know when my registration time is?

You will be sent an email from the Registrar's Office this week letting you know your registration time. You may also look for it on ACIS in the Registration section. Your registration time will be the same for each round/day of registration.

Will I get all of the classes I want?

Chances are you will get the classes you want. This system actually helps all students get their top choices of classes, because you are prioritizing the classes that you want to take.

Do I have to register for Module A classes before Module B courses?

No. You should register for the class you want or need most on the first day, regardless of which module it is in. You just have to have two 1 unit courses in both Module A and Module B by the end of registration.

ADVISING HELP

You are not in this alone. Because some of this will be new and you might need to make changes to your plans for the fall, there is a faculty advising team waiting to help you. You can reach them at advising@albion.edu. This advising team will be the fastest way to get answers to your questions or an advising appointment. Of course, you can contact your regular advisor, but we guarantee that the advising@albion.edu advising team will get back to you within 24 hours of your request.

REGISTRATION QUESTIONS/HELP

If you have any questions about the registration process, your registration time, any registration holds, or any other registration issue, please don't hesitate to contact registrar@albion.edu.