

## ADVISING AND REGISTRATRIION INFORMATION FOR SPRING 2015

Advising for the spring 2015 term will be the week of October 27 – 31. Students should schedule an appointment with their advisers. Personal Identification Numbers for registration will be provided to students when they meet with their advisers.

Registration begins on November 3 and continues through December 15 at 5:00 pm. Students who do not register by December 15, 2014 will have to wait until January 12, 2015 to add courses. The School of Divinity's spring course schedule is available through WIN. Selected descriptions of elective course offerings are posted [here](#).

### *Registration tips and reminders:*

- Spring registration begins on Monday, November 3, 2014 at **8:00 pm** for third year students; Tuesday, November 4 at **8:00 pm** for second year students; and Wednesday, November 5 at **8:00 pm** for first year students. *A student's "year" in the program is determined by number of credit hours completed: third = 54; second = 27 – 53.999; first = up to 26.999.*
- **HOLDS on your account?** Remember to check in **WIN** under **Virtual Campus** then **Check Your Holds & Registration Status**. *At this link you can check your registration appointment day and time.* You will not be able to register during your appointment time if there is a hold on your account.
- You will receive your **PIN and registration time** from your advisor during your advising meeting. Please ask your adviser to **email** you your PIN so that you can locate it during registration.
- **Wait-listing** for courses that are full will be done by **email** with the following information: *your name, your ID number, the course CRN, course number and course title sent to Susan Robinson at: [robinsr@wfu.edu](mailto:robinsr@wfu.edu) Please note: you will be able to add and drop courses during the open registration time up to December 15 at 5:00 pm. If you know you are in a course that is full, and you decide to drop the course, please let Susan know that there is an available seat open.*
- Registration for courses requiring a form:
  - **Registration for courses outside School of Divinity** – use this form for courses in non-Divinity University schools and departments. The form must be completed and signed by the instructor.
  - **IDS Independent Study** – use this form for directed reading courses. You must secure the permission of the instructor, have a GPA of at least 3.0, and work with the instructor to determine a plan of study.
  - **POI** – Permission of the Instructor – Any courses that have a POI designation require the permission in writing, either using an ADD form or email from the instructor to Susan Robinson giving permission for you to take the course.

Forms can be found in the green folders in the suite 303 hallway or on our website under: *Academics, Academic Resources*, then *Forms, Procedures and Policies*. All forms should be returned to Susan Robinson for processing.