Filling out the Early Registration Survey

- (Please read through all these directions before you begin filling out the Early Registration Survey).

The Early Registration Survey (ERS) has two components — a Personal Information section, and a Course Preference section. You must fill out all the required fields in the Personal Information section before you can select your course preferences.

PERSONAL INFORMATION

The Personal Information page asks you a range of questions to help your faculty advisor construct your schedule.

- Have you received any AP or IB credit? When you select the “Check If Yes” box, a new section will appear asking you to identify the tests you have taken, and your scores for those tests.
  - If you have taken an AP test but do not yet know your score, please select the “Check if Yes” box, find the name of the AP test, and in the “AP Score” slot, and write **Score Not Yet Reported**.

- Have you already taken, or are currently enrolled in, any courses for college credit (dual/joint enrollment, etc.) When you select “Check If Yes” you will be asked for the institution name and the course ID (the course number, i.e. “ENG 101”). It is important you include the course ID so that we can determine what type of credit you have earned.

- Language requirement: All students must meet a foreign language competency requirement by either (a) completing the equivalent of three semesters of college-level language instruction, or (b) passing a language competency test. Please select one of the following three options:
  - For the fall semester I want to continue the language I took either in high school or college. Select this option if you wish to continue in a language you have already taken. Because your faculty advisor will need to know the level of your preparation so as to place you in the appropriate course, once you check this option you will be asked to indicate how many years (or semesters) of that language you have taken.
  - For the fall semester I want to start a new language. If you wish to start a new language, once you check this option you will be asked which language to you would like to begin.
  - For the fall semester I do not want to take a language. Select this option if you are considering taking the placement test, or simply want to wait.

**QUESTION:** Should I wait, or choose a language now?

**REASONS TO CHOOSE NOW:**

- If you plan to meet the language requirement by continuing in a language you already have taken, since language skills tend to deteriorate over time, it is best to sign up for a
language course sooner rather than later.

- If you know you want to start a new language, and know which language you want to take, signing up now makes good sense.

**REASONS TO WAIT:**

- If you plan to start a new language but are *unsure which language to take* (i.e. you have some definite career plans, and would like to speak to a member of Department of Classical and Modern Languages (CML) to see if taking a specific language makes more sense given your career goals), then waiting is a good choice.

- If you think you might be able to pass a competency test in a language you already have at least 3 years (or 3 semesters, if a transfer student) of instruction in, then it makes sense to wait until you arrive on campus in the fall and can set up a time to meet with the department chair.

- If you are a native non-English speaker, and would like to take a competency test to see if you can meet the language requirement that way, it makes sense to wait. (**PLEASE NOTE** that being able to speak a language fluently *does not* necessarily mean you have met the language requirement. You should meet with the department chair in the fall semester, to set up the appropriate test).

- **Pre-professional interest:** Some pre-professional programs (such as pre-med, or pre-engineering) require you to take a sequence of courses that need to be started as soon as possible. Others programs (pre-law or pre-theology) do not, but knowing this will help your faculty advisor select classes that meet your goals.

- **Intended major?** Many students enter college as “Undecided”, which is fine. If you are strongly considering a specific major, selecting it here will help your faculty advisor. (**Note:** by selecting a major, you are *not* committing yourself to that major, but are simply expressing a preference).

- **Extra-curricular Interests:** Are you planning to participate in a varsity sport, audition for a theater production or musical ensemble, or anything else? Again, this is useful background for your faculty advisor to know.

- **What else should we know about you?** The final question is a chance for you to make sure we haven’t missed anything you feel your faculty advisor should know when considering your course schedule.

Once you complete this section, select **Next Page** and you will be taken to the **Course Preferences** page.
COURSE PREFERENCES

Follow the directions on course preference page, and select 4 course preferences from each group of courses.

Selecting a Course Preference

- **First**, under each group of courses, you will see 4 drop-down boxes which you will use to select your first, second, third, and fourth preferences. Click inside any of the boxes to see the courses available.

  EXAMPLE: Under **SOCIAL SCIENCE COURSES**, clicking inside any of the four boxes will display the following list of courses.

- **Second**, consult the “List of Fall 2016 Courses and Descriptions” to find a particular course and its description.

  EXAMPLE: Suppose you are interested in the PSCI*110. A description of that course can be found in the “List of Fall 2016 Courses and Descriptions.”

  **PSCI*110*A  American Government & Politics**

  An introduction to the theoretical foundations, governing institutions, and political processes of American government; including an overview of the cultural and ideological background of the American system of government, an analysis of constitutional foundations, and an examination of the many actors involved in governing. (Every Semester)
• Third, if after reading this description you are interested in taking this course, and want to make it your first preference, then select it by clicking on the course title. It will now appear as your first preference.

SOCIAL SCIENCE COURSES

1st Preference  | 2nd Preference  | 3rd Preference  | 4th Preference

PSCI*110 - American Gov.

HUMANITIES COURSES

1st Preference  | 2nd Preference  | 3rd Preference  | 4th Preference

"Confirm" button will be disabled until all required fields on this page are filled in.

Continue to choose course preferences until all your preferences are filled in. You can change preferences as often as you wish.

Once you have filled in all the preferences for each group of courses, before you hit the “Confirm” button, check the following:

1. Do you have four different selections? Check the title of the course (highlighted in yellow below) to be sure.

SOCIAL SCIENCE COURSES

1st Preference  | 2nd Preference  | 3rd Preference  | 4th Preference

PSCI*110 - American Gov. | BA*250C - Marketing Prac. | BA*250D - Retail Strategy | ECO*102 - Principles of N

While the second and third preferences above are both numbered BA*250, they are different courses because they have different course titles.

2. Are they from different departments? While this is not a requirement, it is best to have at least two different departments in your set of preferences.

Once you are satisfied with your selections, click Confirm.
CONFIRMATION AND SUBMIT

Two final tasks before you submit your selections.

1. **Check** to be sure all the information listed here is correct. If it isn’t, use the “Back” button to make any needed corrections.

2. **RANK all your course selections, from first to last.** This tells your faculty advisor which courses to try for first when creating your schedule. The form is set up so that you will cannot submit it until you have assigned these rankings.

Once you click “Submit”, you are done!