

Registration Planning Form Springfield College

For Term/Year: _____

Name:

Major1:

Conc1:

Minor1:

ID:

Major2:

Conc2:

Minor2:

Student instructions: Meet with your academic advisor(s) to complete this form. Once you have met with your advisor(s), and if you have no holds, you can access the on-line registration system beginning on your designated day and time. To choose appropriate courses, complete all three categories below. To identify needed courses or GenEd categories, use your Degree Audit and Sequencing Guide or Program Checksheet. List course codes only (e.g., SOCI 101)—there is no need to list section numbers, unless it is a section restricted to your major.

MUST-Take Courses

These are generally courses that you must take this upcoming semester to stay on track with your program. Be realistic with this category—many courses have limited seats and may be closed by the time you register. If you don't get into the courses in this section, you should consult with your advisor as soon as possible.

SHOULD-Take Courses

These are courses that are important to take this upcoming semester or next. If you don't get in this upcoming semester, they may become must-takes for the next semester. Be sure to include any pre-requisites you need for future coursework.

COULD-Take Courses

Remaining courses or categories required for your general education program, major, minor, or concentration should be listed here. Make sure they're the appropriate level—consider pre-requisites, recommended timing, etc. Include elective possibilities, if applicable. (Keep in mind 300-level courses are generally geared for juniors, 400-level for seniors, etc.) Make sure you list ALL options, even if they're not your preference—you need plenty of back-up choices if your first-choice courses are full.

Recommended to register for _____ credits. My registration day & time begins: _____

Student signature: _____ Cell phone: _____ Date: _____

Advisor instructions: Sign below and keep a copy of this form for your own records. After your advisee has met with you, be sure to GRANT CLEARANCE for them to register for the appropriate term. Students in double major or dual degree programs should obtain signatures from both advisors. (If Advisor2 is for a minor, his/her signature is optional.)

Advisor1 signature: _____ Date: _____

Advisor2 signature: _____ Date: _____