



Fall 2011 Registration Checklist

IMPORTANT, PLEASE READ ALL THE WAY THROUGH!

There have been some changes made to registration appointments. Please read everything and click on the appropriate links for more information.

PASS 1	REGISTERING GROUPS	UNIT LIMIT
Registration is by appointment. All PASS 1 appointments end at 11:45pm on your registration day.		
Monday, April 25th	Priority Groups	9 units (Undergrad.) 18 units (Grad. & Credential)
Monday, April 25th	Post Baccalaureate	18 units (Grad. & Credential)
Tuesday, April 26th	2nd BA students	9 units
Tuesday, April 26th	Seniors (90+ units)	9 units
Wednesday, April 27th	Juniors (60-89 units)	9 units
Thursday, April 28th	Sophomores (30-59 units)	9 units
Friday, April 29th	Freshman (0-29 units)	9 units
PASS 2 - A	REGISTERING GROUPS	UNIT LIMIT
Registration is by appointment. All PASS 2 - A appointments end at 11:45pm on Sunday, May 8th		
Monday, May 2nd	Priority Groups	12 units (Undergrad.) 18 units (Grad. & Credential)
Monday, May 2nd	Post Baccalaureate	18 units (Grad. & Credential)
Tuesday, May 3rd	2nd BA students	12 units
Tuesday, May 3rd	Seniors (90+ units)	12 units
Wednesday, May 4th	Juniors (60-89 units)	12 units
Thursday, May 5th	Sophomores (30-59 units)	12 units
Friday, May 6th	Freshman (0-29 units)	12 units
PASS 2 - B	Registration is by appointment. There are no PASS 2 - B priority appointments.	
•	Monday, May 9th through Friday, May 27th	
•	Registration will open for all students at 9:00am, Monday, May 9th	
•	All PASS 2 - B appointments will end 11:45pm, Friday, May 27th	
•	Unit limit for Undergraduate students = 16	
•	Unit limit for Graduate and Credential students = 18	
Open Registration. No appointment required		
•	Open Registration starts at 9:00am August 1st – August 23rd. <i>Unit limit for all students: 20 units</i>	
Late Registration/Add/Drop. No appointment required		
•	August 24th - September 7th <i>Unit limit for all students: 20 units</i>	

Requests for more than 20 units will be handled by a Petition for Extra Units form and are generally reserved for Seniors who have applied to graduate and meet the minimum GPA requirements set forth by the university.

FEE PAYMENT DEADLINES FOR FALL 2011

Students who participate in Pass 1 and Pass 2 A/B registration and do not have their fees paid or a financial award in place by **JULY 1st** will be dropped from classes. If this happens, you will have to re-register for all your classes during Open Registration in August. Seat availability is NOT guaranteed.

For students who forego Pass 1 and Pass 2 A/B registration and only participate in Open Registration or during the late registration/add/drop period and do not have their fees paid or a financial award in place by **SEPTEMBER 7th** will be dropped from classes.

FALL 2011 REGISTRATION READINESS INFORMATION

To view your enrollment appointment, log on to MySSU, on the main page, go to Enrollment Dates. Click Details for more information. Be sure the Term is set to Fall 2011. If the page doesn't default to Fall 2011, use the drop down menu to change the term to Fall 2010, then click the green CHANGE button.

Log in to PeopleSoft through
<https://ldaps.sonoma.edu/portal/>

For more information on how to view your appointments, go to www.sonoma.edu/ar/registration/view_appt.shtml.

If you are planning to register for a Contract Course (Special Study, Independent Study, Internship, etc.) you must submit your completed form to Admissions and Records by the end of Add/Drop (September 7th).

If you are registering for a course that requires instructor or department permission, please contact the instructor or department directly. If you are approved to enroll in the class, the department or instructor will give you on a Permission Number. **THIS DOES NOT MEAN YOU ARE REGISTERED**. It is your responsibility to add the class by the published Add/Drop date.

Important Registration Links:

- Registration dates and basics, go to www.sonoma.edu/ar/registration/regannounce
- For more information on how to view your enrollment appointment, go to http://www.sonoma.edu/ar/registration/view_appt.shtml
- How to search for classes, add classes, drop classes or swap classes, or change grading basis, please go to www.sonoma.edu/ar/registration/HowToEnroll

Question about your fees or due dates? Seawolf Service Center at (707) 664-2308 or view their website at www.sonoma.edu/customerservices/ - click on Student Fees.

Don't forget to print out a copy of the Fall 2011 Academic Calendar and keep it in a handy place. You can find it at the Admissions & Records website or www.sonoma.edu/ar/calendars

YOU'RE ALMOST DONE! QUESTIONS TO ASK YOURSELF

A. Are you a financial aid recipient?

- If no, skip to question B
- If yes,
 - Have you filed your 2011-2012 FAFSA?
 - If yes, skip to next question below.
 - If no, go to www.fafsa.ed.gov and apply on-line.
 - Have you received your Award letter yet?
 - If yes, skip to next question below.
 - If no, call Financial Aid at (707) 664-2389.

B. Have you cleared all of your holds? (financial, missing documents, immunizations, advising, etc.)

- If yes, skip to question C
- Not sure if you have holds? Log-on to MySSU. On the main page, go to the HOLDS section, click on Details
- **REMEMBER! A hold will prevent your ability to register and you may not be given a new appointment time, if you miss yours!**
- For additional instructions, go to www.sonoma.edu/ar/registration/holds.shtml

C. Have you secured your housing for the Fall?

- Not applicable? Skip to question D.
- If yes, go to next question (D.)
- No? Contact Housing Services at (707) 664-2541 or e-mail ssu.housing@sonoma.edu

D. Have you met with your advisor?

- If yes, skip to question E.
- If no, contact your Major department (if you have a declared major) or the Advising Center (if you are undeclared)
- Do you have 60 units or more and haven't yet declared a major? Please meet with an advisor prior to registration to discuss declaring a major.
- Do you have 120 units or more and haven't yet applied to graduate? You may have a hold placed on your record that will prevent registration. Please meet with your major advisor prior to registration.

- E.** **Have you reviewed your DPR for accuracy with your major department advisor?** If not, please do so at this time. Instructions on how to run the DPR can be found online @ www.sonoma.edu/ar/registration/degree_progress.shtml

 - F.** **You will need your user ID and password to register.** Please make sure your password is active prior to registration. Do NOT wait until your appointment day to find out you've forgotten it or it's expired. If this happens, you may miss your appointment time and will have to go to the IT helpdesk in person to have your password reset. So, take care of this now!!

 - G.** **Have you moved?** Students are responsible to update their addresses (home, mailing, diploma). In order to ensure SSU has all up-to-date information, log on to PeopleSoft to check your addresses and phone numbers.

 - H.** **Have you checked your Seawolf e-mail account lately?** The University sends important news, information and electronic bills to your account so please remember to check your account frequently.
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Important Notes

If you are out of compliance with your **MMR or Hepatitis immunizations** and a hold has been placed on your record, you will NOT be able to register until you have completed your immunization requirements. This is not petitionable. If you need immunizations, please contact the Student Health Center. If you have a hold and have documentation that you have completed your requirement(s), please send the appropriate documentation to Admissions & Records.

Student Records Privacy Information (FERPA): The Family Educational Rights and Privacy Act of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.
www.sonoma.edu/ar/registration/ferpa.shtml

Have a Great Semester!