



# The College at Southeastern

Spring and January 2012  
Instructions for Registration

## The College at Southeastern

1. All students are encouraged to meet with their academic advisor before submitting their registration (Music students are required to meet with their advisor). Students who wish to meet with their advisor should make an appointment with their advisor's secretary ([Faculty Directory](#)), and bring an unofficial transcript and academic plan to the meeting. These documents are available through [Self Service](#).
2. Registration will take place online through [Self Service](#). Detailed instructions for registration can be found under [Registration Help](#).
3. Registration for Spring and January 2012 will be **November 14-17**. Students will register according to their class level beginning on the following dates:

<u>Class Standing</u>	<u>Registration Start Date</u>
<b>Seniors</b> (96 hrs & above):	11/14
<b>Juniors</b> (63-95 hrs):	11/15
<b>Sophomores</b> (30-62 hrs):	11/16
<b>Freshmen</b> (0-29 hrs):	11/17

**Please note:** Students may register after these assigned dates on a first come, first serve basis.

4. For [Payments and Deadlines](#), the [FACTS payment plan](#), and other Accounting Services information, please refer to the [Accounting Services](#) section of Campus Net.
5. **NOTE: Students who plan to graduate in May of 2012** should submit a [Graduation Application](#) at the time of their registration for fall classes. Any graduation applications received after **February 6<sup>th</sup>, 2012**, will be assessed a \$75 Late Graduation Application Fee. No graduation applications will be received after **February 28<sup>th</sup>, 2012**.

\*\*\*\*\* **IMPORTANT NOTE** \*\*\*\*\*

**Spring 2012 registration changes after January 9<sup>th</sup> will be charged a drop/add fee.**

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### Spring and January Calendar

Nov 14–18	January and Spring 2012 Registration begins by class level—see above
<b>January 2 – 20</b>	<b>Spring graduates submit graduation applications to the Registrar's Office</b>
January 9	<b>January Inter-Term. Please note that individual class dates will vary.</b>
	Deadline for payment arrangements for the Spring 2012 semester
	Last day to drop/add fall courses without fee
January 23	Classes Begin
February 6	Last day to add classes. All drops after this date must be made in the Registrar's Office.
	<b>Last day to notify Registrar's Office of desire to graduate in May.</b>
<b>February 13</b>	<b>Last day for dropping classes with refund</b>
March 5–9	Spring Break
April 2–6	Easter Recess
May 17	Semester Ends. Graduation Rehearsal.
May 18	Commencement Exercises.