

REGISTRATION FAQ's

Q: When is registration for the 2009-2010 Academic Year?

A: Registration for Spring 2010 courses will be held the week of November 16-20; registration for Fall 2011 courses will be held the week of April 6-9, 2010. Specific dates and times will be announced several weeks prior to the first date of registration.

Q: What is Registration?

A: Registration is more than just signing up for courses. It is a series of steps that will lead you to the successful completion of a technology program and a degree from Johnson College.

Q: When is Registration?

A: Registration for classes is held twice a year and is completed during the preceding semester.

Q: What is the Registration process?

A: Department chairs hand out Registration packets one to two weeks prior to the Registration dates. The packets include:

- An information sheet outlining dates, times and locations
- A degree audit outlining all courses required for graduation
- A semester outline of your program of study
- Your personal current transcript
- Course Registration form
- Notice where to access on-line list of course offerings

Q: What should I do once I receive my Registration packet?

A: When you receive your Registration packet:

1. Compare your current transcript with your degree audit.
2. Check off all courses successfully completed.
3. Determine what courses you need to take for the semester by reviewing the semester outline for your program of study.
4. Use the on-line course offering booklet to prepare your Registration form.
5. Meet with your faculty advisor to review your Registration form.
6. Have your faculty advisor sign your Registration form.
7. Attend Registration on the appropriate date.

Q: What must I do to register successfully?

A: Carefully follow these steps:

1. Consult the Financial Aid Office if you are eligible for financial assistance.
2. Pay your tuition and fees in the Business Office.
3. Clear all Financial Holds
4. Obtain an official schedule from the Registrar.
5. Purchase books and supplies from the College Bookstore.

Q: How are the General Education courses registered differently than the trade courses?

A: Remember: While some General Education classes may be adjusted from what is shown in the semester program outline, freshman level courses must be completed before senior level courses.

Q: What if I owe money to the college?

A: You cannot register or attend classes if you owe money to the college. Prior to the Registration dates Bursar Hold Letters are sent to students who have outstanding financial obligations. Students placed on hold by the Bursar are NOT allowed to register until the hold is released by the Bursar's Office.

Q: When can I attend classes?

A: Students are permitted to attend only those classes for which they have officially registered and paid. An officially registered student is one who:

- Has submitted an approved Registration form.
- Has made arrangements with the Business Office to pay all charges.
- Has been accepted for scheduling by the Registrar.

Q: Can you give me any tips that will make Registration easier?

A: It is a good idea to plan your program of study and then follow that plan. Here are some general tips for helping make the Registration process easier.

- Schedule ENG 101 in your first academic year.
- Schedule MAT 101 in your first academic year.
- Schedule MAT 201 the semester following successful completion of MAT 101
- If you are in a technical major, try to schedule and successfully complete all general education requirements in your first three semesters, which will free up the third module of your fourth semester for an internship or co-op educational experience.

Q: How important is Freshman Seminar?

A: **Johnson College believes that every student needs the skills presented in FS 101 and urges students to attend the classes and do the assignments necessary to successfully complete the course in your freshman year. Remember: FS 101 is a GRADUATION REQUIREMENT. You CANNOT get a degree from Johnson College unless you pass FS 101. Note: You can fail this class if you do not meet requirements.**

Q: What is the maximum number of credits I can register for?

A: Students may register for up to 21 credits; students who wish to register for more than 21 credits must have the permission of the Vice President of Academic Affairs. Students who are granted permission for an academic overload are subject to additional tuition charges.

Q: Do you have any special tips for students in the Automotive and Diesel Truck Technology programs?

A: If you are an Automotive or Diesel Truck technology student, sign up for IET 101, which is only offered in the Fall semester. Remember: If you do not complete IET 101 in the first semester of your freshman year, you may have to extend your program of study for a third year.

Q: **Is there anything Computer Information Technology students should know about Registration?**

A: DAT 201 is only offered in the Fall semester of the senior year for Computer Information Technology students.