



Important Registration News!

Dear Students –

The **Advising Period for Fall 2025 Course Selection** will run from **Monday, March 17 through Friday, March 28** (students can continue to schedule meetings with your advisor past this date as long as you are meeting prior to your scheduled registration day). Your academic advisor will be reaching out to you to schedule a time to meet (and a method of meeting – in-person, remote via Google Meets, E-mail and Phone) that is convenient and comfortable for you both. **Please attend your advising session with a draft course schedule to discuss with your Academic Advisor.**

Online Priority Registration will commence on Tuesday, April 1st based on your current class standing and will conclude on Thursday, April 10th. On each specified day during this two-week period, online registration will be open from 7:00am – 9:00pm. Please be aware that most administrative offices are open between 8:00am-4:00pm or 9:00am-5:00pm and all business should be taken care of *prior* to your scheduled registration day. Online registration will remain open through the add/drop period of the registration semester.

Please note designated registration days below by class standing:

Class Level (based on your current class level this semester)	Registration Start Days	Online Registration Times
Senior (cumulative credits <u>earned</u> , 90+)	Tuesday, April 1	7:00am-9:00pm Online
Junior (cumulative credits <u>earned</u> , 60-89)	Thursday, April 3	7:00am-9:00pm Online
Sophomore (cumulative credits <u>earned</u> , 30-59)**	Tuesday, April 8	7:00am-9:00pm Online
Freshman (cumulative credits <u>earned</u> , 0-29)	Thursday, April 10	7:00am-9:00pm Online

****Students who have earned at least 45 cumulative credits to date and have not yet declared a concentration must do so prior to registering online; students between 30-44 credits earned must declare by May 1, 2025 (electronic submission is available).**

As a reminder it is a student's first priority to attend and participate in scheduled classes; absences or tardiness due to registration may negatively affect your final course grade.

IMPORTANT ONLINE REGISTRATION INFORMATION

1. On the Montserrat College of Art's Registrar webpage, you can find Program Requirements and Competencies, Learning Outcomes, Registration Information and Forms, Books and Materials Lists and complete Course Descriptions; students can also locate semester Course Schedules and Course Descriptions when logging in to your personal Café account.
2. Please make sure to connect with your advisor before your scheduled registration day; if you experience difficulty for any reason including technological concerns, please reach out to the Registrar's Office. **It is each student's responsibility to attend your advising session with a draft of your course selection.** It is each student's responsibility to promptly notify your advisor if you were not able to register for your pre-approved courses or if you made any changes to your agreed upon class schedule during registration or through the add/drop period.
3. Please test your Campus Café student account login before your scheduled registration day: <https://cafe.montserrat.edu/cafeweb/tl/login> if you experience difficulty logging in, please follow the instructions listed on the Café Web login page.
4. Please clear all holds (Academic, Health, Residence Life, Student Financial Services, etc.) before your scheduled registration day; students with active holds may find they are not eligible to register online or in person (if you think you have cleared your hold, please check your status in Campus Café). If you have a current hold, you will see a comment in red at the top of your page: REGISTRATION HELD with your name in parentheses. If you are having difficulty through this process, please reach out to the Registrar's Office.
5. It may be helpful to use your Registration Worksheet as a reference to use when you register online; please choose course alternates in advance to facilitate the process. Please choose a backup course for any waitlisted course.
6. If you are waiving a requirement or prerequisite, please submit your waiver forms before your scheduled registration day (this can be done electronically) otherwise you could experience difficulty registering online for a course for which you do not meet the prerequisite/s. If you are experiencing difficulty completing this process, please e-mail registrar@montserrat.edu so we can determine the most expedient way to assist you. Also, if you previously filed a prerequisite waiver form for a similar course, the waiver does not necessarily grant approval for other courses. If you wish to register for a course in which you do not meet the prerequisites, you will need to file a waiver form each time before you register.
7. **We encourage students to register between 7:00am-11:00am** on your designated registration day; we will have the most staff on-hand during this time to assist you should any issues arise. And, as a reminder, course availability is first-come, first-served.
8. Online Registration opens at 7:00am on your designated registration day until 9:00pm and continues daily during the Registration period. Registration days are held according to your current class standing (not the level you are expected to be next semester).
9. Students can register online from any location where you have internet access (**to ensure the best connection, we encourage you to use a desktop or laptop and not a hand-held device**). Please reach out to registrar@montserrat.edu in advance of your registration day if this is not an option for you so we can assist with alternate solutions.
10. If you experience any difficulty navigating the online course functions, please feel free to e-mail Registrar@montserrat.edu; we will be on-hand at 248 Cabot Street (the Bank Building) beginning at 7:00am on your registration day to answer any questions you may have and to assist you with any course registration issues you may be experiencing. Please feel free to stop by in-person, e-mail or call.
11. If you are registering for an Independent Study, please submit your independent study form, with signature approvals, to the Registrar's Office to complete registration; this process can be completed electronically or a hard copy can be submitted. The deadline to register for an Independent Study for a subsequent semester is the last day of classes of the current semester. Students can enroll in a maximum of 2 during your time at Montserrat.