

Important Registration News!

Dear Students –

Advising sign-ups will be posted on the 2nd floor landing of Hardie Building (Essex Street side). Please check this area for information on scheduling a time to meet with your advisor on **Advising Day, Tuesday, October 30, 2018**. It is important that you finalize your course selection with your advisor on this day as online registration will begin the following week. Students who do not meet with their advisor may have a hold placed on their student account and may find they are not eligible to register online or in person until the hold is cleared.

Online Registration will open the week beginning Monday, November 5th at 7:00am based on current class standing and will conclude on Friday, November 16th at 9:00pm. 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 registration day. Students who miss their opportunity to register online during this two week period, will need to register in person at the Registrar's Office. 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+)	Monday, November 5 th	7:00am-9:00pm Online
Junior (cumulative credits <u>earned</u> , 60-89)	Wednesday, November 7 th	7:00am-9:00pm Online
Sophomore (cumulative credits <u>earned</u> , 30-59)**	Tuesday, November 13 th	7:00am-9:00pm Online
Freshman (cumulative credits <u>earned</u> , 0-29)	Thursday, November 15 th	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 December 3, 2018.**

As a reminder it is a student's first priority to attend 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 meet with your advisor before your scheduled registration day; sign-up sheets will be posted and information sent out regarding Advising Day. It is important that you sign up for a time. Students who do not meet with their advisor may have a hold placed on their student account and may find they are not eligible to register online or in person until the hold is cleared. You do not need to submit your Registration Worksheet to the Registrar's Office but it is your responsibility to promptly notify your advisor if you were not able to register for your pre-approved courses or made any changes to your class schedule.
3. Please test your Campus Café student account login before your scheduled registration day:
<https://cafe.montserrat.edu/cafeweb/login>; if you experience difficulty logging in, please follow the instructions listed on the Café Web login page.
4. Please clear all holds (Academic, Business Office, Financial Aid, Health, Library, Residence Life, 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.
5. It may be helpful to retain your Registration Worksheet as a reference to use when you register online; you do not need to turn it in to the Registrar's Office although we (or your advisor) may ask to see it to assist you in any scheduling revisions you may wish to make.
6. Please choose course alternates to facilitate the process. Also, feel free to waitlist yourself for any closed courses.
7. If you are waiving a requirement or prerequisite, please bring in your waiver forms before your scheduled registration day 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, it does not mean it covers you for all future courses. If you wish to register for a course in which you do not meet the prerequisites, you need to file a waiver form each time before you register.
8. **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.
9. 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). Each student will receive a personalized memo in your student mailbox (located on the first floor of Hardie) stating what your current class standing is as well as your corresponding registration date.
10. Students are not required to come to campus to register online; you 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). Hardie and 248 Cabot Street will not be open before 7:00am on any registration day.
11. 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 assist you with any course registration issues you may be experiencing.
12. If you are registering for an Independent Study, please bring in your independent study form, with signature approvals, to the Registrar's Office to complete registration. 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 while at Montserrat.