

Important Registration News!

Dear Students –

The Advising Period will run from Monday, October 25 through Friday, November 5 (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.

Online Registration will commence on Monday, November 8th based on current class standing and will conclude on Friday, November 19th. 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, should contact the Registrar’s Office for registration support.

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 8	7:00am-9:00pm Online
Junior (cumulative credits <u>earned</u> , 60-89)	Wednesday, November 10	7:00am-9:00pm Online
Sophomore (cumulative credits <u>earned</u> , 30-59)**	Monday, November 15	7:00am-9:00pm Online
Freshman (cumulative credits <u>earned</u> , 0-29)	Wednesday, November 17	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 6, 2021 (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 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. 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. Also, feel free to waitlist yourself for any closed courses.
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, 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 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). Each student will receive a personalized memo e-mailed to them stating what your current class standing is as well as your corresponding registration date.
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 assist you with any course registration issues you may be experiencing. Please feel free to stop by in-person (we will be following social distancing guidelines and there is a limit on the number of folks who can be in the suite area at one time), 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 for your convenience and comfort. 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.