

<b>ADVISOR REGISTRATION GUIDE</b> <b>for Advising &amp; Registration Period during Spring Semester 2025</b>
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**Registration Schedule:** Students will be registering for Fall Semester 2025 courses according to the schedule below. Students may register at any time from the assigned opening time until registration closes. All dates and times are local.

Monday, March 24, 2025		Advising period begins
Monday, April 7, 2025	8:00 AM	Registration opens for degree-seeking students with Senior, Junior, or Master's class standing or have attempted 54 or more Juniata credits
Thursday, April 10, 2025	8:00 AM	Registration opens for degree-seeking students with Sophomore class standing or have attempted 24 or more Juniata credits
Tuesday, April 15, 2025	8:00 AM	Registration opens for degree-seeking students with Freshman class standing or have attempted fewer than 24 Juniata credits
Friday, April 25, 2025	11:59 PM	Fall 2025 registration closes (Summer 2025 registration remains open until the start of that term.)

As noted above, online registration will open based on one of two criteria:

1. The total number of **completed** credits, including accepted transfer credits, determines class standing:
  - Freshman: up to 23.99 completed credits
  - Sophomore: 24 to 53.99 completed credits
  - Junior: 54 to 86.99 completed credits
  - Senior: 87 or more completed credits
2. The number of Juniata credits **attempted**, even if the student did not complete them.

**NOTE:** In either case, it does **not** include in-progress Spring 2025 credits.

**Summer Term:** Online registration will also be available for Summer Term 2025 following the same registration opening dates/times, however Summer Term registration remains open until the term starts. For more information on Summer Term, visit [this webpage](#).

**Colleague Self-Service:** Students and advisors use [Colleague Self-Service](#) for course selection and registration. Instructions for using Colleague Self-Service are available on the IT Services website:

- [Using Colleague Self-Service to Search and Register for Courses](#)
- [Viewing Your Advisees](#)
- [Financial Responsibility Agreement](#)

**Financial Responsibility Sign-Off:** Students will **not** be able to register until they have completed the required financial responsibility sign-off in Self-Service.

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**Special Types of Registration:** There are certain registration circumstances when students **cannot** register online and instead need to use a form, including:

- **Course Exception Approval** – This is a multi-purpose form used for the following circumstances:
  - Student hasn't fulfilled the prerequisites or corequisites for a course.
  - The section is closed, so the instructor is letting student in over the cap.
  - Instructor approval is required to register for the class.
  - Student is repeating a course that has been taken previously.
  - There's a time conflict between two courses on student's schedule.
  - Student will have a credit overload (over 18 credits).
  - Student wishes to audit the course for no credit.
- **Undergraduate Enrollment in Graduate Courses** – Used to grant an undergraduate student permission to take a master's level course.
- **Credit by Exam** – Used when a particular course in the College Catalog is not being offered in this term, but a faculty member is offering a special section for the student.
- **Independent Study** – Used when a faculty member is offering a customized credit-bearing academic experience for the student.
- **Teaching Assistant** – Used when student is serving as a teaching assistant in a class and earning credit for that work.

All these forms are available to download from the [Registrar's Office website](#) or can be picked up in the Registrar's Office in Founders Hall. The student will complete the form, get the appropriate signatures, and then bring the form to the Registrar's Office. If the student is unable to visit the office in person, they may email the completed form to [registrar@juniata.edu](mailto:registrar@juniata.edu).

**Financial Holds:** Students with outstanding balances over a certain amount will not be able to register until they reconcile their accounts. Bursar Lauren Perow will notify students in advance if they fall into this category. If you have advisees in this circumstance, direct them to contact Lauren at [perowl@juniata.edu](mailto:perowl@juniata.edu) or 814-641-3302.

**Advising Notes in Colleague Self-Service:** Please enter advising notes in Self-Service after you meet with each advisee. These are tremendously helpful for future reference by the student, other advisors, and you.

### QUESTIONS?

Registrar's Office

Founders Hall, 2nd Floor

814-641-3165 or [registrar@juniata.edu](mailto:registrar@juniata.edu)