Spring 2018 Registration Tips

Spring Registration Dates: November 6-17
Winter Term Registration Dates: November 6-December 15

Registration Preparation:

★ Complete Registration Forms on Williams Online. (Forms are required for each term of enrollment.) If you are unable to log onto Williams Online, please see Larry Bailey (Network Operations Center in Sloan Center) or Mary Norvell (Joy Ring Student Success Center) for assistance. For security purposes, your Williams ID card will need to be presented before information can be released. (http://eagle.wbcoll.edu/student_portal/login.asp)

★ Schedule an appointment with your advisor to register for Spring 2018. (You may also register for Winter term courses at this time.)
  ○ Why do I need an advisor? Your academic advisor will provide assistance in finalizing semester schedules, guidance in preparing degree plans, and counsel on all academic matters.
  ○ Need to change your major? Want to declare a major and/or minor? You must come to the Office of Academic Affairs for assistance. (We are located on the 2nd floor of the Swaim Administration Building, Suite 203.)

★ Prepare for advising appointment:
  ○ Become familiar with degree requirements in WBC Catalog. (http://www.wbcoll.edu/current_students/academics/catalogs.aspx)
  ○ Review your degree plan.
    ■ What is a degree plan? It’s your roadmap to graduation! A degree plan is a semester by semester plan of action for reaching your goal.
    ■ No degree plan yet? The forms on the Registrar’s link on the WBC home page. http://www.wbcoll.edu/current_students/academics/printable_forms/degree_plan_forms.aspx Print the form for your degree and chart your progress by completing semester and grade information. Remember, your advisor is a valuable resource in providing assistance and guidance.
  ○ Review your transcript on Williams Online.
    ■ Is it complete? Have all transcripts from other institutions been submitted to Office of the Registrar?
    ■ Do any courses need to be repeated next semester? If so, discuss the course(s) with your advisor and submit a Course Repeat Form. (This form is available on the Williams Online portal.) Only courses in which a student has made a grade of “D” or “F” may be repeated to raise the GPA. All “repeat” courses must be taken at WBC.
  ○ Review course schedule for Spring and Winter terms. (http://eagle.wbcoll.edu/infranetstart.htm)
Prepare a tentative schedule to discuss with your advisor. Select one or two alternate course choices since some courses will close quickly. Consider other commitments (work schedules, family commitments, athletic schedules, etc.) when preparing your course schedule. **Plan to complete all general education courses by the end of your sophomore year!**

- Consider prerequisites needed for advanced courses.

**Prerequisites:**

★ A prerequisite is a course required to prepare for a more advanced course.

- General Education Prerequisites:
  - Successful completion of EN 1113 Composition I with a grade of “C” or higher before taking EN 1123 Composition II.
  - Successful completion of EN 1123 Composition II with a grade of “C” or higher before taking EN 2213 World Literature I and EN 2223 World Literature II.
  - Successful completion of MT 1123 Intermediate Algebra or ACT Math Subscore of 19 before taking MT 1133 College Algebra.
  - Successful completion of MT 1153 Contemporary Math or MT 1133 College Algebra or other acceptable general education math course before taking PS 1114 Physical Science.

[http://www.wbcoll.edu/current_students/academics/catalogs.aspx](http://www.wbcoll.edu/current_students/academics/catalogs.aspx)

**The Meeting with Your Advisor:**

★ Make the most of your appointment:

- Be on time.
- Be prepared.
- Be honest. Your advisor can provide the best insight when they understand your concerns, academic strengths, challenges, and career goals.
- Ask questions concerning:
  - Degree requirements
  - Graduation requirements
  - Graduate school options and career opportunities

★ **Remember, you are ultimately responsible for understanding and meeting all graduation requirements.**

**English Proficiency Exam:**

★ The EPE is required of all students pursuing a baccalaureate degree.

- Recommendations:
  - Students should take the EPE after completing both EN 1113 Composition I and EN 1123 Composition II with a grade of “C” or higher.
  - Students who do not make a passing score on the EPE may audit EN 1113 and/or seek tutorial help from the Director of Counseling Services prior to taking the examination a second time.
  - Students who do not make a passing score on the second testing must:
    - Retake and complete EN 1113 Composition I at Williams earning a grade of “C” or higher. **OR**
    - Continue to take the regularly scheduled EPE until a passing score is achieved.

**Preparing for the New Semester:**

★ Review your final grades at the end of semester.

- Evaluate your progress and update your degree plan.
- Discover a problem? Need to repeat a course? Contact your advisor as soon as possible to make necessary adjustments.

Purchase textbooks early enough to have them by the first day of class!

[http://www.wbcoll.edu/bookstore.aspx](http://www.wbcoll.edu/bookstore.aspx)