You’ve met with your Academic Advisor to talk about class registration for the upcoming semester.

**Now what should you do?**

**Research your classes:**

- [ ] Read course descriptions via self-service or through the SAIC website: http://www.saic.edu/coursesearch/
- [ ] Learn about the faculty who teach the classes by looking at their work: http://www.saic.edu/profiles/
- [ ] Read student evaluations of courses, available in the Academic Advising Office: Sullivan, 1204. Hours: Monday–Friday, 8:30am–5:00pm.

**Save your course preferences:**

- [ ] Use your “Shopping Cart” in self-service to select and save your course preferences. It’s important to do this before your online registration time.

**Register online for classes:**

- [ ] Your online appointment time to enroll in classes will be listed in self-service. When you log in, look under “Enrollment Dates” and then click in “Details” to locate the exact date and time of your registration.
- [ ] If you have problems registering for classes, visit the Academic Advising page and look at the “How to Register for Classes” tutorial at: http://www.saic.edu/media/saic/pdfs/lifesaic/academicadvising/register_online.pdf

When should you next communicate or meet with your Academic Advisor?

Advisor Seen: ________________________________  Advisor’s Email: ________________________________
Scheduled Advising Appointment ______  Walk-in ______  Academic Advising Phone Number: (312) 629-6800
**Registration FAQ's**

**The class I wanted to take is full. What should I do?**
It's important to have 2-3 class options prepared in case your first choice is full. You should register for these back-up classes, and can check back to see if a place opens up in the class that you wanted. You can also try contacting the faculty member for the class to see if you can be added to a waitlist. It's best, however, to plan on taking classes that are open and to enroll in the open courses immediately.

**How many credits/courses can I take?**
Every student has a unique situation and students adjust their credit hour amount accordingly, which is something your Academic Advisor can talk with you about. Students in their first year should take required first year courses, and should consult their Academic Advisor if they cannot take all of those courses. Also, here is some general information about course-load:

- **Fall and Spring term:** 12 credit hours is the minimum needed to be considered a full-time student at SAIC. A typical full-time semester at SAIC is normally 15 or 16.5 credits.
- **Winter and Summer terms:** During the three week long winter session, it's recommended that you enroll in no more than 3 credits, however you are allowed a maximum of 6 credits (which is very difficult to schedule given that winter session is only three weeks). For summer sessions, it's recommended that you take no more than 6 credits, however, you are allowed to enroll in a maximum of 9 credits. Please speak with your Academic Advisor about your plans for Winter or Summer courses.

**The class I want to enroll in says "Instructor consent required."**
If you see this message, it means that the instructor has placed a hold on the class, so they can monitor who can enroll in the course. Instructors often do this so that they can control their waitlist (and who can enroll). If you see the "Instructor Consent Required" message, you can email the faculty to see if they will add you to a waitlist or allow you to enroll. Please be cautioned that there is no guarantee you can enter the class, and should enroll in courses that are currently open. You can get in touch with faculty by looking up their email addresses in the SAIC website: [http://www.saic.edu/contact/](http://www.saic.edu/contact/) or by contacting the Department the faculty member teaches in.

**I tried to register for classes, but received a message saying there's a HOLD on my account.**
A "hold" can come from a number of departments (the Media center, the Flaxman Library, Student Financial Services, etc), and can be placed if you have lost items or if you have outstanding payments to make. A "hold" can prevent you from using SAIC resources (like checking out library books, for example), and can also affect your ability to register for classes. You can check to see if you have any holds by logging into self-service and looking at the "Holds" section on the upper right hand side of your main self-service page. When you click on the "details" link under the HOLD column, you can see the SAIC Department you will need to contact regarding the hold.

**I tried to enroll in a class, but there's a message saying "Requisites have not been met."**
This message means that there are classes you need to fulfill before taking this course. Prerequisite requirements indicate that the course builds on skills learned in a previous course(s). You will need to enroll in the first class listed as a prerequisite - which is always listed under the course information. If you believe that you qualify for waiving any course prerequisites, you should contact your Academic Advisor.

**Is there any way to get an earlier registration time?**
Enrollment appointment times are assigned to students at SAIC based on how many credits they have completed. This means that upperclassmen are scheduled for earlier appointment times than first year students. Unfortunately, there is no way to register earlier than your scheduled appointment time. If you have further questions about how assigning your online appointment works, you can contact SAIC’s Office of Registration and Records: 312-629-6700.