Important Dates for Online Registration

Summer & Fall 2013

Advising Period / March 25<sup>th</sup> – April 12<sup>th</sup>, 2013

(Easter Break is from March 29<sup>th</sup> – April 5<sup>th</sup>, 2013)

We will publish the schedule of classes online on JICS before advising begins. Academic departments should set their own advising windows during this three week period.

Larger departments may want to use the full three weeks. Smaller departments may want to schedule times during one week as we have traditionally done.

All currently enrolled students must have the opportunity to be advised and cleared for registration by the time online registration opens April 15<sup>th</sup>.

Students cannot register (online or in person) without having received registration clearance from an advisor. When students meet with their advisors, please provide the students with advising recommendations (see new form) and grant them registration clearance in JICS. Students are then responsible for entering their schedules themselves once the pre-registration window opens.

Pre-Registration Starts Online – April 15<sup>th</sup> – 19<sup>th</sup>, 2013

This is when returning students will be allowed to pre-register for Fall classes online:

Seniors, Grad Students, and 2<sup>nd</sup> Degree Students – beginning 8AM on Monday, April 15

Juniors – beginning 8AM on Tuesday, April 16

Sophomores – beginning 8AM on Wednesday, April 17

Freshman – beginning 8AM on Thursday, April 18

Divinity School, Non-Degree Seeking and Concurrent Enrollment Students – beginning 8AM on Friday, April 19

Incoming Freshman and Transfer Students – In Person Campus Registration – August 22, 2013

**Classification is determined by total career hours earned.**

This will not include hours still in-progress for the current semester.**

May Term, Term 1 & Term 2 online registration closes on May 10<sup>th</sup>

All terms of Summer School must be paid in full on or before May 10<sup>th</sup>.

Payment must be made by using the online payment portal.

Fall 2013 online registration closes on Friday, August 16<sup>th</sup>.

Payment for the Fall Semester must be paid in full on or before August 16<sup>th</sup>. Payment must be made by using the online payment portal. Registration and payments cannot be made by phone. Once online registration closes, students must visit the Registrar’s Office for enrollment assistance.
Finalize Schedules for Fall 2013 Online – August 1st – 16th, 2013

(August 16th – 1st Purge Date)

Students who have a pre-registered schedule must go online during this period of time to make final changes to their pre-registered schedules and make final payment on their bill online.

Students who fail to finalize their online schedule by the 16th will be purged.

This includes returning students from the Spring and “Front of the Line” Freshmen.

Students must use the online system to finalize your registration.

Payments can not be made by phone.

Late Registration – In Person Only – Student Center - August 22nd, 2013

(August 23rd – 2nd Purge Date)

Any student who has been accepted by the admissions office at Louisiana College can schedule classes and make payment for the fall semester in person on campus at this time.

Faculty will need to be available to advise students (especially first time freshman and transfer students) and grant permission for them to register on August 21st, 22nd, and 23rd.

During this time period all students will need to have their schedules finalized and payments made in the Business Office by 3:30 p.m. on Friday, August 23rd.

First Day of Classes – Monday, August 26th, 2013

Drop/Add Period – August 26th – September 3rd, 2013

Students may enroll, drop, and add classes from the time their window opens in April until the first purge date of Friday, August 16th.

Online registration closes to all students and advisors on the first purge date of August 16th. Any students wishing to register for classes after August 22nd must do so in person at the Registrar’s Office and Business Office.

(September 3rd, 2013 – Final Purge Date)