

FALL 2022 REGISTRATION INSTRUCTIONS

Registration for Fall 2022 courses begins April 4

Students should contact their advisor early to schedule an advising/registration meeting. **Students will register themselves online via [Self-Service Student Planning \(SSSP\)](#).** (Students who are not on campus Spring 2022 should contact their advisor via e-mail to discuss their Fall 2022 registration choices.) Students will not be able to access the online registration system until the advisor has cleared the advising registration hold and all other holds are cleared.

The registration schedule below is used to assign your registration date and time. To view your official classification and registration time go [here](#).

			Registration Group		
			Week 1		Week 2
Registration Group*			1	2	3
Completed Semesters			4 or more	2,3	0,1
Week 1	Mon.	April-4	OPEN	Closed**	
	Tues.	April-5		Closed	
	Wed.	April-6			
	Thurs.	April-7			
	Fri.	April-8	OPEN TO GROUPS 1 AND 2		
Week 2	Mon.	April- 11	Closed**	Closed**	OPEN
	Tues.	April- 12	OPEN FOR ALL STUDENTS UNTIL JUNE 7		
	Wed.	April- 13			

* Note: Your registration group is based on the number of full-time completed semesters. College semesters completed while in high school do not count. Registration group questions should be directed to the Registrar's Office staff (registrar@central.edu).

** IF you miss your assigned registration window, you may still register during a different group time. However, the system will provide only one opportunity, so be sure you include all desired coursework AND the schedule has no conflicts.

Registration will remain open to all students from Wednesday, April 13 until New Student Orientation, June 7, and then reopens mid-July.

Registration Time	
<u>Last Name Begins</u>	<u>Registration Opens</u>
With S-Z	7:00 a.m.
A-D	7:30 a.m.
E-K	7:50 a.m.
L-R	8:50 a.m.

Prepare for Advising Session: Students should add classes to their Course Plan on Student Planning to develop a tentative schedule. Bring your plan to your advising appointment. **Don't forget to remind your advisor to clear your advising hold prior to leaving your advising meeting.** *While academic advisors, faculty and staff provide significant academic planning and related assistance to students, completion of all degree requirements, and the process of monitoring progress to that end, is ultimately the responsibility of the student.*

Check Registration Holds: Students must clear all holds before attempting to register. You can check your registration holds [here](#) or on Student Planning. Students who have not met with their advisor, need to declare a major, have an account balance greater than \$100, a past due monthly payment plan, missing final transcripts, or not completed Title IX training will not be allowed to register. Students with a minimum of 84 completed credits must also complete the Graduation Application [here](#) to register.

Online Registration: Students should register for a maximum of 18 credits online via SSSP any time after their assigned registration start day/time and once all holds have been cleared. Students who wish to receive assistance with the registration process may stop by the registrar's office between 8:00 a.m. and 5:00 p.m., Monday through Friday. Remember to add the course SECTION to your plan to be able to register for the course (it will show on your calendar view).

100-Level Courses: As in previous years, 100-level courses are being held for incoming new first year students. Please plan your registration accordingly.

Waitlisting: Utilize the waitlist option for classes if you are not able to register for a section because it was full or if seats are being held for underclassmen. **This applies to ALL courses, including LAS 410.** Waitlists will be run after the last New Student Orientation mid-July so **watch your email in the summer.**

Schedule Changes: Once registration re-opens for all students on April 13, students will be allowed to make changes to their schedule via SSSP until June 7. Registration for current students closes during New Student Orientation and will re-open mid- July after the final orientation session. Registration changes must be discussed with your advisor.

Special Registration Notes: For some courses a paper form is required. **If you complete the necessary from prior to registration beginning, you can bring it to the registrar's office for processing. This will allow you to register on your assigned day and time for the course indicated on the form. This is a new feature in SSSP.**

Online Registration Disallowed

Closed/Full Courses
Instructor Permission Required
Overload (over 18 credits)
Prerequisite Waiver
Audit
Pass/No Credit
Internship/Practicum
Directed Study
Independent Study
Honors Enrichment#
Senior Honors Thesis#

Form Required**

Registration Change Form
Registration Change Form
Overload Request Form
Registration Change Form
Registration Change Form
Contact Registrar's Office
Internship/Practicum Form
Directed Study Form
Independent Study Form
Honors Enrichment Credit Form
Senior Honors Thesis Form

**Most forms are available via the Registrar's page on [my.Central](#), and must be returned to the Registrar's Office.

Registration in Honors Enrichment or Senior Honors Thesis requires approval of the Honors Director. For more information regarding special registration options, see the current Catalog or contact the Registrar's Office.