

Fall 2024 REGISTRATION INSTRUCTIONS

Registration for Fall 2024 courses begins Tuesday, April 2

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 2024 should contact their advisor via e-mail to discuss their Fall 2024 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
Reg Group*			1	2	3
Completed Semesters			4 or more	2,3	0,1
Week 1-2	Tues.	April 2	OPEN	Closed	Closed
	Wed.	April 3			
	Thurs.	April 4	Closed**	OPEN	
	Fri..	April 5			
	Mon- Fri.	April 8-12	OPEN TO GROUPS 1 AND 2		
Week 3-4	Mon.- Fri.	April 15- 19	Closed**	Closed**	OPEN
	Mon.	April 22	OPEN FOR ALL STUDENTS UNTIL NEW FRESHMAN REGISTRATION		

* 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 17 until New Student Orientation April 24 and June 12-14 and then reopens mid- July (after July 16).

Registration Time	
<u>Last Name Begins</u> <u>With</u>	<u>Registration</u> <u>Opens</u>
S-Z	7:00 a.m.
A-D	7:15 a.m.
E-K	7:30 a.m.
L-R	7:45 a.m.

Prepare for Advising Session: Students should add class sections to their Course Plan on Student Planning to develop a tentative schedule. (The course section will show on the calendar view.) 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 4:30 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 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 when registration opens after the last New Student Orientation (after July 16) so **watch your email in the summer.**

Schedule Changes: Once registration re-opens for all students on April 22, students will be allowed to make changes to their schedule via SSSP until New Student Registration (April 24, 25, June 12-14, and July 16).. Registration for current students closes during New Student Orientation and will re-open between April- June and again in 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 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 on Handshake
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.