Registration Reminders

Registration can be a stressful process for a student but with a little planning and strategy, this process can be a smooth one. On October 28-29, early spring 2014 registration opens and students will make their claim on what classes they would like to pursue for next semester. To ensure that your student is ready to register early there are a few things they will want to prepare for before registration day. Here are a few items parents can help with.

1) Holds/Restrictions- Students are not eligible to register if they have holds or restrictions. Holds can be balances for tuition fees for fall/13, parking tickets, library fines, or even paperwork that they have not turned in such as a transcript from another school, health records, etc. Encourage your student to take care of any of these restrictions beforehand so that registration day will be swift.

2) Program Evaluation - A Program Evaluation is a document located on Trojan Web Express that will outline class requirements for graduation. This is a document they will want to explore and will provide guidance in planning classes during registration periods. Once they have reviewed their Program Evaluation, they can view the Spring Schedule of Classes for 2014 and write out which classes they would like to pursue next. Once they have filled out a Schedule Request Form located in the back of the Spring 2014 Schedule of Classes, they can then see their Academic Advisor for approval.

3) Academic Catalog - The Academic Catalog provides helpful information and more detailed guidance on course descriptions and pre-requisites required for certain classes. Once your student has all the tools to register, this process should be a piece of cake! Please be on the look out for the Spring 2014 Schedule that will be available soon at http://trojan.troy.edu/schedules/