Course Registration and Advisement Day Information
Advisement Day

- Every semester Advisement Day is 1-2 weeks before your registration time. (Classes are cancelled that day)
  - To check when Advisement day is for the current semester, use the Academic Calendar: https://www.strose.edu/academics/registrar/academic-calendar/
- You **must** meet with your faculty advisor! (Otherwise, you won’t receive your Alternate PIN, and, as a result, won’t be able to register for classes).
What To Expect Leading Up To Advisement Day

- A week before Advisement Day you will receive an email from the Registrar’s Office giving you your exact day/time to register and they will indicate if you have a hold.
  - Holds prevent registration.
- Sign up for an appointment with your Faculty Advisor (do so either online or at their office)
  - If you do not hear from them by, the Friday before Advisement Day, send them an email.
- Create a “Tentative Schedule” (list of courses you plan to take next semester) to be approved by your Faculty Adviser on Advisement Day
Preparing a Tentative Schedule

- To view the Course Listings visit: [http://www.strose.edu/ugcourses](http://www.strose.edu/ugcourses)
- Review your [Degreeworks](http://www.strose.edu/ugcourses), to view what required courses you need to take.
- Plan 2-3 classes in your major, and 2-3 liberal education courses.
- Aim for approximately 14-16 credit hours total.
- Make sure courses don’t conflict.
- Have back ups!
<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>Degree</th>
<th>School</th>
<th>Major</th>
<th>Concentration</th>
<th>Overall GPA</th>
<th>Residency Credit</th>
<th>Transfer Credit</th>
<th>Academic Standing</th>
<th>Good Standing</th>
<th>Confidential Record</th>
<th>Holds</th>
<th>Degree Progress By Percentage</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker, Nicole Lynn</td>
<td>763476270</td>
<td>BA Communications-Ug</td>
<td>School of Arts and Humanities</td>
<td>Communications-Ug</td>
<td>CommPub Rel &amp; Adverts Conc</td>
<td>4.000</td>
<td>44</td>
<td>3</td>
<td>Academic Standing</td>
<td>Good Standing</td>
<td>Confidential Record</td>
<td>No</td>
<td>64%</td>
<td>39%</td>
</tr>
</tbody>
</table>

- **Your Faculty Advisor**: Brown, Mary, CAH
- **Total Credits Earned at Saint Rose**: 4,000
- **Holds**: No
- **Degree Progress By Percentage**: 64%
Course Listing Example

*When preparing your schedule - list the Course Title, CRN, and Credits on a piece of paper to show your Faculty Adviser

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Course #</th>
<th>Credits</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro Literary Genres/Traditns</td>
<td>1562</td>
<td>ENG-114-EL2</td>
<td>4</td>
</tr>
<tr>
<td>FULL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Morrow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR, 01:05 PM - 02:20 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Writing</td>
<td>2179</td>
<td>ENG-116-EL</td>
<td>4</td>
</tr>
<tr>
<td>Kathryn Laity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DvrsVcs: Bollywood Cinema</td>
<td>2168</td>
<td>ENG-126-01</td>
<td>4</td>
</tr>
<tr>
<td>Vaneeta Palecanda</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR, 09:25 AM - 11:07 AM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Course addresses issues of race, class, gender, ethnicity, sexual orientation, etc. in literature and/or film. Attention will be given to historical, sociocultural, and political factors that inform these issues and texts. This course may be taken more than once, provided it addresses a different topic when taken again. Fulfills diversity requirement. (LO4)
On Advisement Day

- Arrive for your advising appointment on time with your tentative list of classes.
- Obtain your Alternate PIN.
- Leave your advising session knowing what classes to shoot for, but also what to take if your first, second, and/or third choices are unavailable.
How To Register Online

- Go to [http://www.strose.edu](http://www.strose.edu) and click “Gateways”
- Click “login”
- Click “Secure Site”
- Click “Login to Secure Area”
- Enter User ID and password
- Click “Student and Financial Aid”
- Click “Registration”
- Click on “Registration Add/Drop Classes”
- Update contact information
- Select appropriate term
- Enter your Alternate PIN #
- Enter the CRN#s for courses you’d like to take, and click on “Submit Changes”
**Course Registration Process**

1 Week Before Advisement Day
- Check your e-mail, the Registrar will send you your time for Course Registration

1 Week Before Advisement Day
- Sign up for an Advisement time with your Faculty Adviser (e-mail them if you don’t hear from them the Friday before Advisement Day)

Before Your Advisement Meeting
- Create your tentative schedule

Advisement Day
- Go over your tentative schedule with your Faculty Adviser

Your Registration Day
- Register for classes during your Registration time
Some Final Reminders

- Your advisor’s name, office location, and contact information was sent to your Saint Rose email account.

- You can change your schedule from the moment you register for classes up until the last day of add/drop.
  - Keep your alternate pin somewhere you can access (like your phone)!
  - You will use the same alternate pin number to register for Summer and Fall, and a different one for Winter and Spring.

- Take your Math Placement if you have not already done so
  - Available at the Academic Success Center, 2nd Floor of St. Joseph Hall
Success! You’re ready to register for classes!