

MALONE UNIVERSITY

Course Registration Form and Instructions

Step 1

Review the online course schedule and degree audit selecting the courses required in your program and those of interest. You should have your courses selected prior to STEP # 2.

Step 2


Make an appointment to see your Academic Advisor to have your course selections reviewed. Academic Advising week will be October 23rd – October 29th. If you are using Web Registration, you should make sure your academic advisor has cleared you for registration. If you are planning to drop-off your Course Registration Form, be sure to have your Academic Advisor sign the form during your appointment.

Step 3

You must **return the advisor signed Course Registration Form** to the Office of the Registrar according to **the scheduled times below** (if you are not using Web Registration to select your spring schedule).

- Seniors Thursday, October 30 from 7:00 AM
- Juniors Friday, October 31 from 7:00 AM
- Sophomores Monday, November 3, from 7:00 AM
- Freshmen Wednesday, November 5 from 7:00 AM
- All others Wednesday, November 5 from 7:00 AM

Step 4

Review your schedule through  **MaloneExpress**. Make sure that it reflects all the courses you wish to be registered for. *Your online schedule will reflect those courses for which you were permitted to enroll.* Closed classes or courses in which you did not meet the required prerequisite(s) will be missing from your online schedule. Those using Web Registration will immediately know the status of their scheduled courses. Those who registered by dropping off their schedule will need to stop in the Registrar’s Office to make corrections or select other courses to complete fall registration.

Step 5

Billing Statements will be mailed to your home address toward the end of November. You should be prepared to make your first payment in the University Business Office by December 3rd, 2008.

REGISTRATION FORM

Student Name: _____ Advisor’s Signature: _____

Indicate the term for which you are registering

- Fall Semester
- Summer Semester
- Summer Session II
- Spring Semester
- Summer Session I
- Summer Session III

INDEX	SEC	COURSE TITLE	CR HRS	M	T	W	H	F	S	TIME
ID NUMBER : _____			TOTAL HOURS: _____							
OFFICE USE ONLY										