

Malone University

Undergraduate Pre-Registration Schedule

SPRING SEMESTER

January 12 - May 5, 2009

SPRING SEMESTER REGISTRATION PROCEDURES FOR STUDENTS CURRENTLY ENROLLED

- 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:** If you are not using Web Registration to select your spring schedule, you must **return the advisor signed Course Registration Form** to the Office of the Registrar according to **the scheduled times below.**

ATTENTION STUDENTS

*****REGISTRATION OPTION: WEB REGISTRATION***** 

Students have the option of registering electronically through their **MaloneXpress** account. Instructions on how to register will be posted in **MaloneXpress** for each student to use as a training reference. This is an alternative to dropping off your requested schedule of courses. Students will need to meet with their faculty advisor in order to be cleared for Web Registration. *It is recommended that each student also obtain their advisor's signature on the Course Registration Form in order to use drop-off scheduling as a back-up to the Web Registration process.* Only your officially assigned Academic Advisor (as listed in your **MaloneXpress** account) can clear you for Web Registration.

Web Registration and Course Registration Form Drop-Off Schedule


**CURRENT SENIORS:	WEB REGISTRATION or DROP OFF:
BEGINS:	Thursday, October 30, 7:00 AM and ongoing...
Drop-off:	Thursday, October 30, 7:00 AM
**CURRENT JUNIORS:	WEB REGISTRATION or DROP OFF:
BEGINS:	Friday, October 31, 7:00 AM and ongoing...
Drop-off:	Friday, October 31, 7:00 AM
**CURRENT SOPHOMORES:	WEB REGISTRATION or DROP OFF:
BEGINS:	Monday, November 3, 7:00 AM and ongoing...
Drop-off:	Monday, November 3, 7:00 AM (normal office hours after 1st day).
**CURRENT FRESHMEN:	WEB REGISTRATION or DROP OFF:
BEGINS:	Wednesday, November 5, 7:00 AM and ongoing...
Drop-off:	Wednesday, November 5, 7:00 AM (normal office hours after 1st day).


Registration begins for the above groups according to the dates & times assigned above. Students not using Web Registration may drop off their completed Course Registration Form in the Office of the Registrar according to the above schedule. The schedules which are dropped off will be processed in the order received, according to the student's **current class standing**, beginning with Seniors, Juniors, Sophomores, and Freshmen. Your ability to receive priority registration based on class standing will only be available during the specified times above. Early drop-offs will not be permitted—you should either make use of Web Registration or make arrangements to have your schedule dropped off according to the schedule above.

**REMAINING ENROLLED STUDENTS:	WEB REGISTRATION or DROP OFF:
BEGINS:	Wednesday, November 5, 12:00 Noon and ongoing....
Drop-off:	Wednesday, November 5, 12:00 Noon and ongoing....

Note: Part-time students who are only here in the evening may drop-off their registration form with the Receptionist in the Founders Hall lobby. This drop off will only be available on November 5th & 6th.

Malone University

STEP #4: Review your schedule through **MaloneXpress** . 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.

NOTE: Current enrollment can be found by reviewing the course schedule in **MaloneXpress**  or through the Registrar's web page at www.malone.edu/registrar.

Special Notice: Please make sure you check the University catalog regarding prerequisite requirements for all courses. Failure to schedule properly, including not having completed required prerequisite courses will prevent registration in courses and could delay the scheduling process.

ALL REGISTRATIONS AND CORRECTIONS MUST BE COMPLETED NO LATER THAN NOVEMBER 11th.

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.

NOTE: Your bill will be based on your status, full or part-time, scheduled during Pre-Registration. Students who do not make payment or arrangements by December 3rd will have their Pre-Registration canceled and will need to proceed to STEP #6.

STEP #6: REGISTRATION will be accepted by the Office of the Registrar with a valid Advisor Signature. Students will need to make immediate payment in the University Business Office in order to hold their scheduled courses.

NOTE: The University reserves the right to withdraw courses for which there is insufficient enrollment, to add courses for which there is demand, to revise teaching and time assignments, and to regulate class size.