

# MILLIGAN COLLEGE

## SPRING 2010 CLASS SCHEDULE

### INSTRUCTIONS FOR ONLINE REGISTRATION

Schedule an appointment to meet with your adviser beginning October 30. At this appointment you and your adviser will agree on a schedule of classes appropriate for you. Following the advising appointment, your adviser will authorize you to register in Self-Service.

Beginning on the date set for your class level/program, you may log in to Self-Service using your Milligan network login information. Check the **Registration** menu at <http://www.milligan.edu/infoday> for specific instructions about selecting courses.

Once courses are selected and submitted for adviser approval, your adviser will receive an email message indicating that you have courses ready for review. After the adviser approves/denies each course, you will receive an email message indicating that the adviser has reviewed your schedule of courses. You may then log in to Self-Service to check the status of each course.

**Schedule changes** must be made using Self-Service. Contact your adviser about any schedule changes you are considering; then use Self-Service to add and/or drop classes as agreed upon by your adviser.

Seat limits for **courses requiring instructor approval** are set at zero. Students may not register for these classes online. Registration for a course requiring instructor approval must be completed via email. Email the instructor requesting permission to enroll in the class. If your request is granted, the instructor will email the Registrar's Office, and you will be added to the class. Follow the same process if you wish to enroll in a **closed section** (a class that has reached its enrollment limit).

Students registering for **ETSU Co-op** courses should register for the appropriate ETSU 000 course section in Self-Service and pick up a Co-op request form in the Registrar's Office. Obtain the required signatures, and return the form to the Registrar's Office as soon as possible. Availability is limited. *Please note that you are not officially registered for the Co-op class until your Co-op request form has been approved in the Registrar's Office.* Students registering for **Emmanuel School of Religion Co-op** courses should contact Cindy Wymer at 461-8415. The deadline for submitting Co-op request forms is December 4.

### SCHEDULE FOR ONLINE REGISTRATION

**All students (except those enrolled in adult degree completion programs through the Office of Lifelong Learning and students enrolled in the MBA program) may register for classes online according to the following schedule. Register according to your current class level (not including fall 2009 hours) rather than the class level you will have in spring 2010. (Senior: 92 hours earned; Junior: 58 hours earned; Sophomore: 26 hours earned)**

**Seniors: beginning at 8:00 a.m. on Wednesday, November 4**

**Juniors: beginning at 8:00 a.m. on Friday, November 6**

#### **Sophomores:**

**G-O beginning at 8:00 a.m. on Tuesday, November 10**

**P-Z beginning at 1:00 p.m. on Tuesday, November 10**

**A-F beginning at 8:00 a.m. on Wednesday, November 11**

#### **Freshmen:**

**A-F beginning at 8:00 a.m. on Thursday, November 12**

**G-O beginning at 2:00 p.m. on Thursday, November 12**

**P-Z beginning at 8:00 a.m. on Friday, November 13**

**MEd and MSOT: beginning at 8:00 a.m. on Wednesday, November 4**

### SCHEDULE NOTES:

**MWF** means that the class meets on Mondays, Wednesdays, and Fridays. **TR** means that the class meets on Tuesdays and Thursdays.

**"ES"** in the left margin beside a course listing means that the course satisfies the Ethnic Studies general education requirement.