

MILLIGAN COLLEGE

FALL 2018 CLASS SCHEDULE

INSTRUCTIONS FOR ONLINE REGISTRATION

Schedule an appointment to meet with your adviser beginning March 20. 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 link at <http://www.milligan.edu/onlineregistration> for specific instructions about selecting courses.

When 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 or declines 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.

To register for courses requiring **instructor permission** or to “cut” into a closed section, you must email the instructor, asking permission to add the class. The instructor will forward the request to the Registrar’s Office, if approved.

Self-Service will be open for **schedule changes** until the day fall classes begin. When a student submits a schedule change online, the faculty adviser will receive a notification in Self-Service asking him or her to approve the change.

Students who need to register for **ETSU Co-op** courses should 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 and based on the conditions listed on the back of this page. The deadline for returning forms is August 3. Students with questions should contact Stacy Dahlman at srdahlman@milligan.edu or 461-8681.

SCHEDULE FOR ONLINE REGISTRATION

Students (except those enrolled in ADCP-Business, ADCP-Child and Youth Development, ADCP–RN/BSN, DMin, MACM, MSPAS, and MBA programs) may begin online registration according to the following schedule. Undergraduate students register based on their current class level. (Senior – 92 hours; Junior – 58 hours; Sophomore – 26 hours)

Seniors: Registration opens at 8:00 a.m. on Monday, March 26.

Juniors: Registration opens at 8:00 a.m. on Tuesday, March 27.

Sophomores: Registration opens at 8:00 a.m. on Tuesday, April 3.

Freshmen: (based on first letter of last name)

P – Z 8:00 a.m., Thursday, April 5

A – F 2:00 p.m., Thursday, April 5

G – O 8:00 a.m., Friday, April 6

**MAR, MDiv, MEd, MSC, MSOT, Dual Enrollment, and CIS-Mobile:
Registration opens at 8:00 a.m. on Monday, March 26.**

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.

ETSU Co-op Policy:

1. Courses taken through the Co-op program must be **required for completion of one's major or approved program of study.** Elective credits are not allowed.
2. RODP (Regents Online Degree Program) courses at ETSU are not allowed under the Co-op agreement.
3. Courses equivalent to those required in a Milligan curriculum may be taken through the Co-op program when there is a legitimate **schedule conflict** or when **Milligan does not offer a required course prior to a planned graduation date.**
4. Students must be enrolled as full-time students at Milligan in order to take courses through the Co-op program (during the fall and spring semesters).
5. Exceptions to the above-stated approval policies may be granted at the discretion and upon appeal to the Academic Dean.