

# MILLIGAN

## FALL 2020 CLASS SCHEDULE

### INSTRUCTIONS FOR ONLINE REGISTRATION

Advising appointments will occur remotely beginning on March 24. You and your advisor will agree on a schedule of classes appropriate for you. Following the advising appointment, your advisor 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 advisor approval, your advisor will receive an email message indicating that you have courses ready for review. After the advisor approves or declines each course, you will receive an email message indicating that the advisor 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 before fall classes begin. When a student submits a schedule change online, the faculty advisor 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 email Cindy Wymer, Associate Registrar, at [clwymer@milligan.edu](mailto:clwymer@milligan.edu) to request a Co-op Request form. Instead of obtaining the faculty signatures required on the form, scan your completed form to Mrs. Wymer and email your advisor and the area chair for the course requesting their approval. Copy Mrs. Wymer on the message. Availability is limited and based on the conditions listed on page 58 of the 2019-20 *Catalog*. (See <https://www.milligan.edu/catalog/>) The deadline for returning forms is August 7. Students with questions should contact Mrs. Wymer by email.

### SCHEDULE FOR ONLINE REGISTRATION

**Students enrolled in traditional undergraduate programs or in the MAH, MAR, MDiv, MEd, EdD, MSC, MSOT, or IS-Mobile programs may register online according to the following schedule. Undergraduate students register based on their current class level. (Senior – 92 hours earned; Junior – 58 hours earned; Sophomore – 26 hours earned)**

*Students enrolled in the following programs do not register online and will register through their faculty advisers: ADCP Business, ADCP Child & Youth Dev, ADCP RN to BSN, DMin, MACM, MSIS, MSPAS, and MBA.*

**Seniors: Registration opens at 8:00 a.m. on Monday, March 30.**

**Juniors: Registration opens at 8:00 a.m. on Tuesday, March 31.**

**Sophomores: Registration opens at 8:00 a.m. on Thursday, April 2.**

**Freshmen: (based on first letter of last name)**

**P – Z 8:00 a.m., Monday, April 6**

**A – F 2:00 p.m., Monday, April 6**

**G – O 8:00 a.m., Tuesday, April 7**

**MAH, MAR, MDiv, MEd, EdD, MSC, MSOT, Dual Enrollment, and IS-Mobile: Registration opens at 8:00 a.m. on Monday, March 30.**

### 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.