

# MILLIGAN

## SPRING 2021 CLASS SCHEDULE

### **INSTRUCTIONS FOR ONLINE REGISTRATION**

To select spring classes, schedule an appointment to meet with your advisor beginning October 27. Following the advising appointment, your advisor will authorize you to register in Self-Service. See <http://www.milligan.edu/onlineregistration/> for specific registration instructions.

Beginning on the date set for your class level/program, submit your registration in Self-Service. Registration instructions are available at <http://www.milligan.edu/onlineregistration/>.

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/denies each course, you will receive an email message indicating that the advisor has reviewed your schedule. You may then log in to Self-Service to check the status of each course.

**Schedule changes** may be made in Self-Service until the day before spring classes begin.

If two class **meeting times conflict** or overlap and the instructors have approved the conflict, register for one of the courses and ask the instructor for the other course to email the Registrar's Office stating that you have obtained his or her permission to enroll despite the conflict.

Seat limits for **courses requiring instructor approval** are set at zero. Students may not register for these classes online. 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.

To register for a **closed section** (a class that has reached its enrollment limit), email the instructor requesting permission to enroll in the class. Students enrolling in BIBL 124, COMP 111, HUMN 102, or HUMN 202 should not ask to add a closed section unless extenuating circumstances make a schedule change unavoidable. In the rare instances when a change is necessary, contact Dr. Phil Kenneson with BIBL 124 requests, Dr. Heather Hoover with COMP 111 requests, or Dr. Lee Blackburn with HUMN 102/202 requests. Do not contact the instructors for the BIBL 124, COMP 111, or humanities sections.

### **SCHEDULE FOR ONLINE REGISTRATION**

Students enrolled in traditional undergraduate programs or in the MAH, MAR, MDiv, MEd, EdD, EdS, MSC, MSOT, or IS-Mobile programs may register online for spring and J-term classes according to the following schedule. Undergraduate students register based on their current class level, excluding fall 2020 hours (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 advisors: ADCP Business, ADCP Child & Youth Development, ADCP RN-BSN, DMin, MACM, MBA, MSIS, and MSPAS.

**MAH, MAR, MDiv, MEd, EdD, EdS, MSC, MSOT, Dual Enrollment, and IS-Mobile: Registration opens at 8:00 a.m. on Monday, November 2**

**Seniors: Registration opens at 8:00 a.m. on Monday, November 2**

**Juniors: Registration opens at 8:00 a.m. on Wednesday, November 4**

**Sophomores:**

**G-O beginning at 8:00 a.m. on Friday, November 6**

**P-Z beginning at 2:00 p.m. on Friday, November 6**

**A-F beginning at 8:00 a.m. on Monday, November 9**

**Freshmen:**

**A-F beginning at 8:00 a.m. on Tuesday, November 10**

**G-O beginning at 2:00 p.m. on Tuesday, November 10**

**P-Z beginning at 8:00 a.m. on Wednesday, November 11**

### **SCHEDULE NOTES:**

**MWF** classes meet on Mondays, Wednesdays, and Fridays. **TR** classes meet on Tuesdays and Thursdays.

**"IP"** in the left margin beside a course listing indicates that there is no online option for the class (In-Person-Only). **"ES"** in the left margin beside a course listing indicates that the course satisfies the Ethnic Studies general education requirement.

