Important Dates for Online Registration – Spring 2013

Advising Period / October 22\textsuperscript{nd} – November 9\textsuperscript{th}

We will publish the schedule of classes online on JICS before advising begins. Academic departments should set their own advising windows during this three week period. Larger departments may want to use the full three weeks. Smaller departments may want to schedule times during one week as we have traditionally done. All currently enrolled students must have the opportunity to be advised and cleared for registration by the time online registration opens November 12\textsuperscript{th}.

Students cannot register (online or in person) without having received registration clearance from an advisor. When students meet with their advisors, please provide the students with advising recommendations (see new form) and grant them registration clearance in JICS. Students are then responsible for entering their schedules themselves once the pre-registration window opens.

Pre-Registration Starts Online – November 12\textsuperscript{th} – 16\textsuperscript{th}, 2012

This is when returning students will be allowed to pre-register for Spring classes online:

- Seniors, Grad Students, and 2\textsuperscript{nd} Degree Students – beginning 8AM on Monday, November 12
  - Juniors – beginning 8AM on Tuesday, November 13
  - Sophomores – beginning 8AM on Wednesday, November 14
  - Freshman – beginning 8AM on Thursday, November 15

- Non-Degree Seeking and Concurrent Enrollment Students – beginning 8AM on Friday, November 16

- Incoming Freshman and Transfer Students – In Person Campus Registration – January 17

**Classification is determined by total career hours earned.**

This will not include hours still in-progress for the current semester.**

Spring 2013 online registration closes at midnight on Wednesday, January 9\textsuperscript{th}.

Online payments must be paid in full for the Spring Semester on or before January 9\textsuperscript{th}.

Once online registration closes, students must visit the Registrar’s Office for enrollment assistance. Registration will not be conducted over the phone.
Finalize Schedules for Spring 2013 – Online – January 2\(^{nd}\) – 9\(^{th}\), 2013

(January 9\(^{th}\) – 1\(^{st}\) Purge Date)

Students who have a pre-registered schedule must go online during this period of time to make final changes to their pre-registered schedules and make final payment on their bill online.

Students must use the online system to finalize your registration.

Payments can not be made by phone.

Students who fail to finalize their online schedule by the 9\(^{th}\) will be purged and must then participate in the on campus/in person registration that will be held on Thursday, January 10\(^{th}\) from 8:00 a.m. to 3:30 p.m.

Late Registration – January 10\(^{th}\) – 22\(^{nd}\), 2013

Any student who has been accepted by the admissions office at Louisiana College can schedule classes and make payment for the spring semester in person on campus at this time. Faculty will need to be available to advise students (especially first time freshman and transfer students) and grant permission for them to register on January 9\(^{th}\), 10\(^{th}\), 11\(^{th}\). During this time period all students will need to have their schedules entered by the Registrar’s Office and payment finalized in the Business Office by the close of business on Friday, January 11\(^{th}\).

First Day of Classes – Monday, January 14\(^{th}\), 2013

Drop/Add Period – January 14\(^{th}\) – 22\(^{nd}\), 2013

Students may enroll, drop, and add classes from the time their window opens in November until midnight, Wednesday, January 9\(^{th}\). Beginning on Thursday, January 10\(^{th}\), online registration closes to students and advisors.

(January 22\(^{nd}\), 2013 – Final Purge Date)