UG Registration: Frequently Asked Questions

Do I have to skip class if my registration time is at the same time as my class?

Do NOT skip classes to register! This is not a valid excuse. Your assigned start date/time is simply the earliest date/time that you may register on-line. You may register any time after your start time. Web registration will remain open until 4:30 p.m. on Friday of the first week of classes.

I failed a course (or did not get the minimum grade required) and need to retake it, but Student Planning won't let me register for it again. What do I do?

If this is the first time you are retaking the course, stop by the Registrar Office to fill out an add/drop slip. They can add you into the course. If this will be your second time retaking it, you will need to fill out an undergraduate student petition and get the required signatures for approval (your Advisor and Chairperson of the department in which the course resides).

What if I want to register for a course as pass/fail?

To register pass/fail for a course that is normally graded, you should plan the course as you would any other. When you select a section of the class, there is an option to view a drop down menu for "Grading." This is where you can choose to take a class pass fail. You can then add the section and register for the course.

Can I register for a course as an independent study or tutorial?

To register for an independent study or tutorial, you must submit the appropriate paperwork to the Registrar's Office. Only juniors and seniors in good academic standing may apply for an independent study or tutorial (see the Nazareth College Undergraduate Catalog for the complete policy).

I am waitlisted for two sections of a course. I prefer section 01, but if a spot in 02 opens up, can I register for it and still be on the waitlist for section 01?

No. Once you register for a course you are waitlisted for, you are automatically removed from the waitlist for all other sections.

I'm only registered for 9 credits, and waitlisted for everything else that I need. What do I do so I can be registered for full time status?

Stay on the waitlist for the courses you prefer, but select other courses that are open that work toward completion of your program. Many students will be dropping courses during the next few weeks and you still may be able to register for your preferred course. Check your email daily to see if a spot has opened up and you can register on the *Plan & Schedule* screen on Student Planning.

I want to take another class, but the system won't let me because I would be taking more than 19 credits. Who do I talk to about getting into this extra class?

If you plan to register for a course overload, you must submit a petition form to the Registrar's Office before your registration time, otherwise Student Planning will not allow you to register for the extra credit(s). If you have already registered for courses and want to register for another putting you into a course overload, stop by the Registrar's Office for the petition. *Students in their first semester at Nazareth are limited to no more than 17 credits (17.5 credits for music majors).*

Once you get the required signatures, they will register you for the course. Registering for a course overload will affect billing. You will have to pay for each additional credit over the credit max for your program (see the Nazareth College Undergraduate Catalog for the complete policy).

When I go to register it says I have a limit of 10 or 13 credits. What does this mean?

You may have been put on Academic Probation because of your GPA from last semester. Because of this, you can only register for a designated credit amount to help you improve your GPA. Once you are off probation, the credit limit will be lifted from your account.

I currently have a credit limit, but I'm not expecting to have one next semester. Why can't I register for more than 13 credits?

Student Planning will not allow you to register for more credits than your limit dictates. Your limit will be removed at the end of the semester based on your GPA, and you will be able to add more classes at that time.

I've been on leave, but I'm ready to come back to Nazareth. Who do I need to talk to so I can register?

You need to get in contact with your advisor for advisement and course approval, and you will be able to register yourself on Student Planning.

How to I find PEQ's to fulfill the Core requirements?

Within each of the Core areas, there are a number of course options from which to choose. When searching in Student Planning, type an * into the search bar. This will bring up every class that is offered at the college. On the left hand side, there is a "Filter Results" option where you can choose from specific subjects, terms, days of the week, time of day, instructors, academic levels, and course levels. "Course Levels" is where you can choose to view all PEQ's or a PEQ for a specific subject. You can then choose a term to view all PEQ's for a specific term.

I have planned courses, but I do not see the button to "Register Now." What is the problem?
If this is happening, it means that you have planned the course, but you have not chosen a section. In order to choose a section of a course, you will find the course under the *Plan and Schedule* section of Student Planning and see an option to "view other sections." You will choose the one you would like and a window will pop up where you will select "Add Section." The section of the course you have chosen will show up on the right on the schedule. You can then register for each class individually, or choose "Register Now" in the top right and Student Planning will register you for every class you have chosen a section for.