**Here are some tips for registering for courses:**

1. **Be sure to see your academic advisor EVERY SEMESTER.**  You should be able to find your advisor in “My Success Network” (lower left side) in the Rowan Success Network powered by Starfish (RSN; [www.rowan.edu/rsn](http://www.rowan.edu/rsn)). If no advisor is listed for you in RSN, please contact your academic department or email advise@rowan.edu. *Please do not “self-advise” – there may be requirements or prerequisites that you are not aware of that will delay your graduation.*
	1. Before you register, you can check on any pre-reqs or restrictions attached to a course by clicking on the CRN in the [Section Tally](http://banner.rowan.edu/reports/reports.pl?task=Section_Tally).

1. **Check your Self-Service Banner account NOW to see if you have any** **registration holds**. In Self-Service Banner, under "Student," choose "Student Records" and then "View Holds."  You cannot register until those are removed, so take care of whatever is needed as soon as possible.
2. **Take "15 to Finish"** **– an average of 15 credits per semester to graduate on time.**If you are a full-time student, note that registration for 12-17 credits costs the same flat rate. **Plan to take an average of 15 credits per semester (30 per year) to graduate on time (for a 120 credit major).**
3. The [**Registration website**](https://sites.rowan.edu/registrar/registration-information/index.html) contains information including registration-related dates, instructions on registering, and more. It is especially important that you know the registration-related dates and deadlines for the term (drop/add, withdrawal, etc.).
	1. Any registration-related forms you might need are included at [www.rowan.edu/registrar](http://www.rowan.edu/registrar) under “Registrar Forms.” The Office of the University Registrar also has extended hours during the drop/add periods. See the website for details.
4. The Office of the University Registrar will accept emailed forms and approvals (registrar@rowan.edu) if you need any overrides or special assistance. (Many academic departments and advisors also have the ability to enter approved overrides directly into the system in order to provide you with an even faster path to registration, so be sure to ask if that is possible.)

**5.** On the day of your registration, **registration will open at 7 am and remain open every day until 11:00 pm. It is in your best interest to register as soon as possible once you become eligible for best course selection. Have a list of CRNs** (Course Registration Numbers) and alternate choices ready to type in. CRNs are the numbers all the way to the left of each row in the [Section Tally](http://banner.rowan.edu/reports/reports.pl?task=Section_Tally), which is the report that contains the most up-to-date course information each term. Information about navigating the Section Tally can be found [here](https://sites.rowan.edu/registrar/registration-information/registration-tips.html).

**6.** [**Banner Self-Service**](https://ssb.rowan.edu/PROD/twbkwbis.P_GenMenu?name=homepage)is where you will log in to register; [this link](https://sites.rowan.edu/registrar/_docs/about-registrar-services.pdf) provides instructions.

**7.**  If you are **unable to register** for any section of a course that you NEED in the spring 2019 semester to stay on track for graduation, be sure to see your advisor.