

Malone College

Undergraduate Pre-Registration Schedule

FALL SEMESTER

August 25 - December 12, 2008

FALL SEMESTER REGISTRATION PROCEDURES FOR STUDENTS CURRENTLY ENROLLED.

- STEP #1:** Fill out the Student Undergraduate Registration Form (SURF) answering ALL of the questions. You should have your courses selected prior to STEP # 2.
- STEP #2:** Make an appointment to see your Academic Advisor to have your course selections reviewed. Academic Advising week will be March 12th - March 20th.
- STEP #3:** **Return the completed SURF to the Office of the Registrar either by following the scheduled times below when using drop-off registration or by April 4th if Web Registration is used.**

ATTENTION STUDENTS

*****NEW REGISTRATION OPTION: WEB REGISTRATION***** 

Students now have the option of registering electronically through their *MaloneXpress* account. Instructions on how to register will be posted in *MaloneXpress* for each student to use as a training reference. This is an alternative to dropping off your requested schedule of courses. Students will need to meet with their faculty advisor in order to be cleared for Web Registration. *It is recommended that each student also obtain their advisor's signature on the SURF in order to use drop-off scheduling as a back-up to the Web Registration process.* Only your officially assigned Academic Advisor (as listed in your *MaloneXpress* account) can clear you for Web Registration.

Web Registration and Drop Off Registration Schedule

**CURRENT SENIORS:	WEB REGISTRATION or DROP OFF:
BEGINS:	Thursday, March 20, 7:00 AM and ongoing...
Drop-off:	Thursday, March 20, 7:00 AM (normal office hours after 1st day).
**CURRENT JUNIORS:	WEB REGISTRATION or DROP OFF:
BEGINS:	Tuesday, March 25, 7:00 AM and ongoing...
Drop-off:	Tuesday, March 25, 7:00 AM (normal office hours after 1st day).
**CURRENT SOPHOMORES:	WEB REGISTRATION or DROP OFF:
BEGINS:	Thursday, March 27, 7:00 AM and ongoing...
Drop-off:	Thursday, March 27, 7:00 AM (normal office hours after 1st day).
**CURRENT FRESHMEN:	WEB REGISTRATION or DROP OFF:
BEGINS:	Monday, March 31, 7:00 AM and ongoing...
Drop-off:	Monday, March 31, 7:00 AM (normal office hours after 1st day).


Registration begins for the above groups according to the dates & times assigned above. Students not using Web Registration may drop off their completed SURF in the Office of the Registrar according to the above schedule. The schedules which are dropped off will be processed in the order received, according to the student's **current class standing**, beginning with Seniors, Juniors, Sophomores, and Freshmen. Your ability to receive priority registration based on class standing will only be available during the specified times above. Early drop-offs will not be permitted—you should either make use of Web Registration or make arrangements to have your schedule dropped off according to the schedule above.

****REMAINING ENROLLED STUDENTS:** WEB REGISTRATION or DROP OFF:
 BEGINS: **Tuesday, April 1, 9:00 AM and ongoing....**
 Drop-off: **Tuesday, April 1, 9:00 AM**

Note: Part-time students who are only here in the evening may drop-off their registration form with the Receptionist in the Founders Hall lobby. This drop off will only be available on April 1st.

****ALL STUDENTS MUST COMPLETE A SURF TO BE CONSIDERED REGISTERED FOR FALL CLASSES****
Those students who choose to register by dropping off their SURF must have all questions answered on the form. Those students choosing Web Registration may either drop off the top portion of the SURF at the Office of the Registrar by April 11th or check their student email account for further details about completing the SURF questions electronically. Any questions regarding this matter please call the Registrar's Office at (330) 471-8128.

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STEP #4: Review your schedule through **MaloneXpress** . Make sure that it reflects all the courses you wish to be registered for. *Your online schedule will reflect those courses for which you were permitted to enroll. Closed classes or courses in which you did not meet the required prerequisite will be missing from your online schedule.* Those using Web Registration will immediately know the status of their scheduled courses. Those who registered by dropping off their schedule will need to stop in the Registrar's Office to make corrections or select other courses to complete fall registration.

NOTE: Current enrollment can be found by reviewing the course schedule in **MaloneXpress**  or through the Registrar's web page at www.malone.edu/registrar.

Special Notice: Please make sure you check the college catalog regarding prerequisites requirements for all courses. Failure to schedule properly, including not having completed required prerequisite courses will prevent registration in courses and could delay the scheduling process.

ALL REGISTRATIONS AND CORRECTIONS MUST BE COMPLETED NO LATER THAN APRIL 11th.

STEP #5: **Billing Statements will be mailed to your home address in mid-July.**
Make your **first payment** in the College Business Office by **August 3rd, 2008.**

NOTE: Students who do not make payment or arrangements by August 3rd will have their Pre-Registration canceled and will need to proceed to STEP #6.

STEP #6: After August 3rd, registration will be by appointment only through the Office of Advising and Testing or the Office of the Registrar. Prior to the appointment, payment must be made to the College Business Office in order to schedule classes. For details, contact the Office of Advising and Testing or the Office of the Registrar.

REMINDER: *FINANCIAL AID FORMS WERE DUE IN THE FINANCIAL AID OFFICE ON MARCH 1ST.*

NOTE: The college reserves the right to withdraw courses for which there is insufficient enrollment, to add courses for which there is demand, to revise teaching and time assignments, and to regulate class size.