

# *De-Mystifying the Registration Process: A Guide for New Students*

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## **HOW THE REGISTRATION PROCESS WORKS FOR NEW STUDENTS:**

1. During Discoveries Orientation week, you will be coached by your faculty mentor and your student orientation leader on how to build a schedule for your first quarter. This will include a review of Common Curriculum courses and courses required for your intended major, along with some conversation about how DU's online registration system looks on the computer screen.
2. Before you go to register, you will go online as coached by your mentor and student orientation leader and will make a list of the course names, numbers, days and times, and CRNs (course reference numbers) of up to 12 courses that you would be interested in taking in hopes of "landing" 3 of those courses – you've already registered for your 4-credit First-Year Seminar. You will also sketch out a time table of how those courses fit into a 5-day week.

**Suggestions:** Select a number of courses that will fit into specific time slots, and/or select a number of courses that will meet a certain requirement. The idea is be prepared to choose among several good course options.

**NOTE: make SURE you write down the Course Reference Number (CRN)** – that's what you need to enter online in order to register.

3. At the time assigned to your Dialogues/First-Year Seminar group, you will go with your student orientation leader (and fellow students) to the registration area in Penrose Library. **Bring your DUID card and the list of courses/potential schedules (including CRNs) that you have developed. Also bring any information you have on honors or LLC courses, transfer credits, AP/IB scores, and foreign language placement.**
4. After you check in at the registration room, you will be assigned to a faculty or staff advisor (not necessarily your own faculty mentor – it doesn't matter). The two of you will work together on your laptop to select your schedule and to get you registered for fall quarter. This will take you anywhere from 5 minutes to 1 hour! A lot depends on how well prepared you are and how flexible you can be.
5. Once you have registered for a satisfactory schedule, you may print out your schedule using your DUID card at the printers in the registration area.
6. After you have your schedule in hand, you may go to the bookstore to purchase your books for fall quarter.
7. Avoid "shopping around" during the first week of classes. It is critical to attend the first class session of each course; otherwise your instructor may be tempted to give away your seat to some eager student on the waiting list! A ten-week quarter goes quickly; you can't afford to miss class sessions, even at the beginning of the quarter.

**The key is:**

**DO YOUR SCHEDULING HOMEWORK AHEAD OF TIME (see #2 above)  
and BE FLEXIBLE about your schedule.**