

For All Continuing Students

Registration Procedures for Fall 2009 Semester – **Session A**

ALL Fall classes begin October 26, 2009

REGISTER EARLY!! CAMPUS CLASSES MAY FILL UP OR BE CANCELLED!!

Holds

- a. **Clear all holds.** A person at the front desk in Student Central will check to see if you have any holds. If so, your practice schedule will not be accepted for approval. You must clear all holds before you can continue the registration process.
- b. **Complete a practice schedule** (as much as you can) that includes your name, program, DSI #, email address and semester credits. **The Practice Scheduler** can be found at the DeVry-Phoenix web page (<http://www.phx.devry.edu>) > **Additional Online Tools** > **Class Schedules** > **Create Schedule**. **BEGINS September 30th.**

Practice Schedule

- c. **Bring or Submit your schedule:**
- bring 2 signed copies to Student Central
 - or electronically submit your schedule to Academics (from the Practice Scheduler).

Note: Registering **after** October 26th will **require a \$50 late fee.**

Sign up sheets will be available for **academic advising** at the Student Central Reception area. Be aware that advising is only available on these dates:

Wednesday, September 30th – Friday, October 21st in Student Central

Note: If you are under Academic Appeal or Probation, your schedule approval is tentative and dependent upon your compliance with the terms of your appeal.

Academic Advisement

- d. **Academics will review** your practice schedule and **contact you** via email with one of two basic messages:

Your schedule is approved – pick up a copy of the approved schedule at the reception desk in Student Central

- Verify your personal information on the routing form and sign it and **get your ID validated**
 - Use this approved schedule to get your books
- Your schedule is NOT approved** –
Make an appointment to see your Program Coordinator.

Possible issues may be:

- Prerequisites have not been met for a course scheduled.
- The course may be closed (too many students) or cancelled (too few students)
- You have requested to take over 19 credits , need dean’s approval

Approval Process

Dates At A Glance

September 30th: Practice Scheduler ready

September 30th: Begin clearing all holds in Student Central

September 30th – October 21st:
Practice Schedules due
In Student Central

September 30th – October 21st:
Advising by appointment
In Student Central

October 22nd: Last day to enroll in online classes

*Students in Evening / Weekend
Classes must start on time.
No late class starts*

October 24th: New Student Orientation

October 26th: **ALL** Classes Start

Your practice schedule is not official until it has been approved and STAMPED by Academics.

If you have not registered for **Fall Session B**, registration **begins November 30th**
Fall – Session B classes begin January 4, 2010