



Department of  
**Biology**

**Colorado  
State**  
University

## Spring 2012 Important Dates

### March

**20: Summer registration began; sign up now if you are planning to take summer courses!**

### April

**3: Fall registration begins and will be staggered by credit numbers earned.**

### May

**4: Last day of classes**

**7 - 11: Final exams**

Don't wait to schedule your appointments! Our schedules book quickly around registration time, so make your appointments now! As always, appointments can be made online at: <http://www.biology.colostate.edu/undergraduates/schedule-an-appointment/>

# SPECIAL EDITION: COURSE REGISTRATION!!

Welcome to the course registration special edition of the Department of Biology Undergraduate Newsletter! Please pay special attention to the information within to make registration as smooth as possible.

## When do you get to register for fall?

Your fall registration day and time depends completely on the number of credits you have earned. Once you complete "Registration Ready" in RamWeb, you will be given your exact day and time.

**Your registration day and time cannot be changed to be sooner.** It is purely (and fairly) based on credit numbers alone.

### Fall 2012 Registration Access Start Dates:

April 3 - Seniors  
April 6 - Juniors  
April 13 - Sophomores  
April 20 - Freshmen



**Need a refresher on how to register for courses or get on a waitlist? [Click here](#) for great demo videos!**

**HAVING TROUBLE REGISTERING? NEED AN OVERRIDE?**  
See page 2 for everything you need to know to get registered!

## CHECK OUT THE CHART BELOW IF YOU ENCOUNTER A REGISTRATION ERROR:

Error message	What it means	When you might get it	What to do
<b>Class level</b>	Only students in a certain class level (fr/so or jr/sr) can register for a given course.	Few (if any) Biology courses have this restriction but other departments' courses (e.g., Psychology) may have it.	If you NEED the course, contact the home department for access.
<b>Multiple Components Required</b>	In addition to the lecture, you have to register for another component (lab or recitation) <i>at the same time</i> .	Many biology, chemistry, and physics courses are commonly associated with this error.	Check boxes for each component PRIOR to hitting "register." Click the CRN for the lecture to see specifically which sections of lab/recitation that must be selected.
<b>Major</b>	You do not have the right major for a class.	Some classes are restricted just to students in that major (Business/Art are examples); other classes allow non-majors to register after a certain date.	Click on the CRN for details about major restriction—if the class opens to non-majors at a certain date, it will tell you that info here.
<b>Prerequisite</b>	You fail to meet at least one prerequisite for the class.	BZ310 is an example (though most biology courses have prerequisites). It requires a semester of organic chemistry as a prerequisite.	You'll need to take the prerequisite courses prior to registering for the course in question. If you think this is an error, contact your advisor.
<b>Dept./Instructor approval</b>	Registration for a certain class is limited and only approved on a case-by-case basis.	An example is BZ505 Cognitive Ecology - it requires permission from the instructor for undergrads to enroll.	If you seek access to a class requiring dept./instructor approval, contact the instructor listed or the department.
<b>Stop enrollment</b>	A department has stopped enrollment so that no one can register for the class until a problem is resolved.	Hard to say—stop enrollments can happen in any department due to unforeseen changes.	Try registering for a different section of the same class, or contact the department to find out more information.

### **NEED AN OVERRIDE? READ THIS!**

The Academic Support Coordinators and the Department of Biology are very limited in the types of overrides that can be given. For any type of override, you'll need to contact the department that offers the course you are looking to take. The Department of Biology only offers (and can only assist with) BZ and LIFE courses. For all other courses, you can look up any departments you need to contact online at [www.colostate.edu](http://www.colostate.edu).

**Regardless of which course you are trying to get into, only the instructor can override you into a course that is full, or one that you have not yet met the prerequisites. You'll need to directly contact the instructor with those types of override requests, but keep in mind that they are rarely granted!**

## Need to come in and talk about registration?

As always, appointments can be setup online at:

<http://www.biology.colostate.edu/undergraduates/schedule-an-appointment/>

*Please make sure to read all the information on the appointment login page above and come in prepared with an idea of the courses you are wanting to take in the fall.*

Our schedules book very quickly around registration time, and our maximal availability is already listed in the online system. We are unable to setup meeting times that are not listed in the system, so take the soonest time you can with any of the Academic Support Coordinators.

### Walk-in Advising Hours:

Have a quick question for one of the Academic Support Coordinators? **We hold walk-in advising hours every Wednesday from 9:00–11:00 and 1:00–3:00.** These meetings are 10 minutes maximum and can only cover limited subjects. You must sign in and complete an info form when you come by for walk-ins.

#### Things we **will** cover in walk-ins:

- Change/add major.
- Have form signed.
- Course selection for **one** semester.
- Answer quick questions.
- Review CSU policies.

#### Things we **will not** cover in walk-ins:

- Four-year plans.
- Academic probation counseling OR **release advising code.**
- First-time advising appointment (covering curriculum, etc.).
- Career counseling.

For a full 30 minute appointment, you can schedule online at:

<http://www.biology.colostate.edu/undergraduates/schedule-an-appointment/>