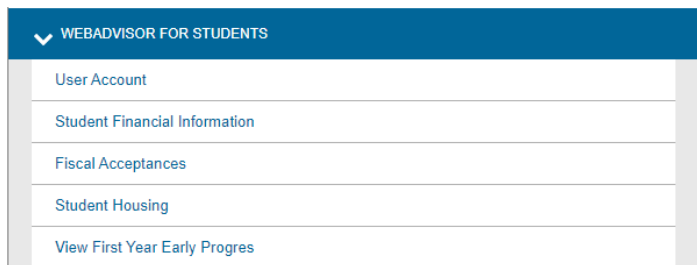


## Class of 2024 Registration Frequently Asked Questions

### What can I do through the Portal?

You may access Web Advisor for Students and My Salve. **Web Advisor for Students** contains your user and financial information.

- Click on **User Account** then **Salve-Alert** to update the phone number we may use for Emergency Notifications.
- Click on **Fiscal Acceptances** to review and accept fiscal responsibility prior to registering for classes.



**My Salve** is your platform to register for classes and track your academic progress. You may register, search for open sections, and drop a course. You can also verify the courses for which you have registered and view/print your schedule.

### Can I do any advance work to be ready for registration?

Yes. You can review the schedule of classes and add the courses you would like to register for to your Plan. Then, after meeting with your advisor, you can simply select "Register." Placing courses in your "Plan" does not complete the registration process. You will need to select the "Register" button and confirm your course appears in green to finalize your registration.

### What should I do if I experience difficulty in using the portal or My Salve?

You may contact the Help Desk at (401) 341-7777, option 2 or [tsc@salve.edu](mailto:tsc@salve.edu). They are available during weekday business hours.

### What registration problems might I encounter?

- **Course is closed:** There are no seats available in the section you selected. You may search for open sections or join the waitlist for the course. To join the waitlist, select "Add to Waitlist."
- **Time conflict:** You have attempted to register for courses that meet during overlapping time periods. You may choose one or the other, but not both.

- **Maximum credit limit exceeded (overload):** You have exceeded the maximum number of credits allowed for the semester (18 for nursing and education majors, 17 for all other undergraduate students). We do not encourage you to register for more than 17 credits in your first semester at Salve.
- **Course prerequisite has not been taken:** Permission to register for the course must be obtained from the department chair. You may contact the department chair, and if your request is approved you will be notified that you can register for the class.

### **A course I need to take is full. How can I register for this course?**

You cannot register for a closed course. Some courses have additional sections of the same course offered at different times or with different instructors. If there are alternate sections that fit your schedule and are open, you should register for one of them.

If the closed course has a waitlist, you can add yourself by selecting “Waitlist.” However, this does not guarantee your entry into the course. If a seat opens, you will receive an email to your Salve Regina email address informing you that you have permission to register, and you will have 48 hours to enroll in the course.

If there is no waitlist, you can periodically check the course’s enrollment status on the online schedule of classes. Seats occasionally become available when students drop the course. You can also contact your summer adviser regarding an alternative selection.

### **When can I drop a course?**

You can drop a course online in My Salve, without penalty, any time through the end of the first week of classes for a full semester (14-week) course. Other courses, such as one-credit courses and workshops, may be dropped up to two business days before the course begins using an online Add/Drop form. If you receive a message telling you that you can’t remove the course from your schedule, please contact the Office of the Registrar at (401) 341-2943 or [sruregistrar@salve.edu](mailto:sruregistrar@salve.edu).

### **How do I withdraw from a course?**

If you are dropping a course after the first week of classes, it is considered a withdrawal. The deadline to withdraw is published in the Academic Calendar. You will receive a grade of “W” grade on your transcript if you withdraw from a course. The course withdrawal form is available as an [online form](#).