



Pre-Registration Checklist

☐ Contact your academic advisor to schedule your advising session.

- If you have two majors, make sure to meet with the advisor for **each** major.
- If you are an Exploratory student, make sure to watch for communication from Hannah Cazzetta about your pre-registration process.
- Don't know who your major advisor is? Check your MySalve Student Planning/Plan & Schedule/Advising. Click on the Mail symbol to send an email to your advisor(s).

☐ Prepare for your advising meeting.

- ☐ Use the MySalve Course Catalog feature to identify courses that interest you and fulfill your degree requirements.
- ☐ Create a course wish list and tentative schedule in MySalve. **Don't forget to make a list of back-up courses!**
- ☐ Review features of MySalve to be prepared for course registration and your advising meeting.
 - Use your MySalve *My Progress* page to determine your outstanding graduation requirements.
 - Filter courses to the upcoming Undergraduate term to identify which courses are being offered next semester.
 - Use the *Add Course to Plan* button to add all courses (including back-up courses) to your *Plan & Schedule*.
 - Use your *Plan & Schedule* page to adjust course schedules.
- ☐ Review your major's degree plan in the [University Catalog](#) (your catalog year can be found on your My Progress page. For catalog years prior to 2022, use the [archived catalogs](#) to locate your catalog.)
- ☐ Review the number of credits you need each semester. Are you behind on credits? Are you ahead?
 - Less than 30 credits: first-year standing
 - 30-59 credits: sophomore standing
 - 60-89 credits: junior standing
 - 90+ credits: senior standing (minimum of 120 credits is required for graduation)

☐ Clear all registration holds prior to registration.

- All instructions can be found in your MySalve. If you have a registration hold, contact the office listed that placed the hold.

- All students must accept Fiscal Responsibility prior to registering for classes. It is recommended that students close and reopen their web browser after accepting Fiscal Responsibility to clear their cache.

☐ **Reflect on your current classes and Salve experience.**

- ☐ Prepare questions for your advisor so you can discuss how to enrich your Salve experience. Consider some of the following:
 - What are your plans and goals for the summer, next year, and beyond?
 - Do you want to pursue any research/internship/study abroad opportunities?
 - Are you on track to graduate?
 - How are your current classes going? Do you have any concerns?
 - How is your overall Salve experience going? Have you joined any clubs/organizations/leadership positions/etc.?
 - How are you doing overall? What has been challenging for you and what has been a success for you?

☐ **During Registration Week:**

- ☐ Monitor Seat Availability for classes that are on your course wish list.
- ☐ Know your Registration Time
- ☐ Follow [@salveadvising](#) on Instagram for tips and updates.
 - [Review Registration Tips](#)
 - [Our guide to waitlists](#)
- ☐ Pell Honors students: [use our Pell Honors overload guide](#) to learn about how to overload credits.
- ☐ Click the blue "Register Now" button when it is your time to register? (Located on Plan & Schedule page).
 - ☐ Make sure your courses turn "green" and say "registered, but not started" on the box. If any class is yellow or red, you need to adjust your schedule and try registering again (reference your back-up course list).
- ☐ If you waitlist for a course, you still need to register for another course as you wait to get off the waitlist. You are not guaranteed to get off the waitlist for this course. Review our [guide to waitlists](#) to learn more.