

THE COLLEGE OF
SAINT ROSE

Albany, New York
(518) 458-5464

UNDERGRADUATE COURSE OFFERINGS FALL 2013

IMPORTANT DATES

Advisement Day:	March 19
Registration Begins:	April 8
<i>Non-Matric reg:</i>	<i>April 25</i>
<i>Audits/Cross-Reg:</i>	<i>August 23</i>
Fall Classes Begin:	August 26

DEGREE APPLICATIONS

Students are required to apply for graduation. Applications are due the semester prior to degree completion. Applications are available in the Registrar's Office or may be printed off the web.

August 2013 and December 2013 applications due March 11
May 2014 applications are due October 15

Fall & Summer Course Offerings Posted on the Web

To View Course Listings and Updates in Real Time:

- Go to www.strose.edu/ugcourses
- Select the term (ex: Fall 2013)
- Click on the subject you are looking for
 - *Additions and changes to the schedule appear immediately*
 - *Open courses appear in Black - Closed courses appear in Red*

REGISTRAR'S OFFICE ♦ SAINT JOSEPH HALL 4TH FLOOR
(518) 458-5464

OFFICE HOURS: Monday – Thursday: 8:00am to 6:00pm
Friday: 8:00am to 4:30pm

WEB REGISTRATION: **Available seven days a week 5am to 3:30am**
(until 4:30pm pm on last day of add/drop)

Fall 2013**Undergraduate Academic Calendar**

Cross-Registration/Audit Registration_____	August 23
Fall Semester Begins _____	August 26
Last Day to Add/Drop Classes_____	August 30
Fall Session 2 (half semester courses): August 26 - October 16	
Last day to add/drop: Aug. 30	
Last day to withdraw: Sept. 26	
Fall Session 3 (second half semester courses): October 17 – December 13	
Last day to add/drop: Oct. 21	
Last day to withdraw: Nov. 19	
Labor Day – <i>No Classes</i> _____	September 2
Last Day to apply to take a course Pass/Fail_____	September 10
Incomplete Grades from Summer and Spring 2013 final grades due_____	September 26
(If a grade is not submitted by this date the student will be given an 'F' for the course)	
Columbus Day – <i>No Classes</i> _____	October 14
May 2014 Degree applications due_____	October 15
Last Day to Withdraw from full semester course_____	November 1
Advisement Day - <i>No Classes</i> _____	November 5
Undergraduate Registration for Spring 2014 Begins_____	November 11
Thanksgiving Break – <i>No Classes</i> _____	Nov. 27- Dec. 1
Exams/Alternate Schedule (undergraduate day classes only)_____	December 10 - 13
Day and Evening Classes End_____	December 13

Fall 2013 Weekend Classes

Sept. 6-7, Sept. 13-14, Sept. 20-21, Sept. 27-28
 Oct. 4-5, Oct. 18-19, Oct. 25-26,
 Nov. 1-2, Nov. 8-9, Nov. 15-16, Nov. 22-23

Fall 2013*** Day Undergraduate Exam Schedule**

Tues, Thur 8:00	classes will meet	Tuesday Dec. 10	8:00am – 10:30am
Tues, Thur 9:25	classes will meet	Tuesday Dec. 10	10:45am – 1:15pm
Other Class Times	classes will meet	Tuesday Dec. 10	1:30pm – 4:00pm
Mon, Wed, Fri 9:00	classes will meet	Wednesday Dec. 11	8:00am - 10:30am
Mon, Wed, Fri 10:25	classes will meet	Wednesday Dec. 11	10:45am – 1:15pm
Mon, Wed, Fri 11:50	classes will meet	Wednesday Dec. 11	1:30pm – 4:00pm
Tues, Thur 11:15	classes will meet	Thursday Dec. 12	8:00am - 10:30am
Tues, Thur 1:05	classes will meet	Thursday Dec. 12	10:45am – 1:15pm
Tues, Thur 2:30	classes will meet	Thursday Dec. 12	1:30pm – 4:00pm
Mon, Wed, Fri 8:00	classes will meet	Friday Dec. 13	8:00am – 10:30am
Mon, Wed, Fri 1:15	classes will meet	Friday Dec. 13	10:45am – 1:15pm
Mon, Wed, Fri 2:40	classes will meet	Friday Dec. 13	1:30pm – 4:00pm

*Classes starting after 4:00pm do not follow this schedule.

*This exam schedule is only for undergraduate courses.

*Classes that only meet on Fridays (day) do not follow this schedule, their last day is Dec. 6.

*Evening classes meet at their regular time during exam week.

Payment for Fall 2013 classes is due Friday August 16. Anyone registering after this time must pay his/her account balance at the time of registration. You can pay your bill online by logging into your account via the secure site. *The College reserves the right to change established fees and services, to add additional fees and services, and to determine the effective date of such changes without prior notice.*

TUITION

Tuition for 12 to 18 credit hours (full-time)	\$13,375.00
Tuition per credit hour part-time	\$894.00
Overload (19 credits and above) per credit	\$894.00

FEES

Activity fee - full-time student	\$100.00
Art Program fee (majors only)	\$94.00
Art fees (specific courses)	Variable
Communications Program fee (majors only)	\$94.00
Communication (specific courses)	Variable
Communication Sciences and Disorders (specific courses)	Variable
Health Services fee – full time student	\$60.00
Health Services fee - part time student (optional)	\$45.00
Incomplete “ I ” grade fee	\$77.00
Late fee on unpaid balance (per month)	\$83.00
Music Program fee (majors only)	\$94.00
Music lessons	Variable
Music ensemble fee	\$25.00
Orientation fee - freshman students	\$318.00
Orientation fee - new transfer students	\$110.00
Physical Education fees (specific courses)	Variable
Psychology Lab fees (specific courses)	Variable
Returned check	\$62.00
Science Lab fee	\$55.00
Student Records fee	\$78.00
Study Abroad fee	\$405.00
Technology fee for full-time students	\$229.00
Technology fee part-time students	\$30 per credit
Transcript fee	No charge

Zero Credit Workshop Fee

\$50.00

(EDU 102 Anti-Violence, EDU 103 Child Abuse, EDU 106 HIV/AIDS and EPY 337 Substance Abuse Workshops)

AUDITING

If a course can be taken for audit and space is available...

Tuition per credit hour audit	\$463.00
College of Saint Rose Alumni audit (per course)	\$93.00
Senior Citizen audit (age 62+)	No tuition

Refund Policy

Refunds for tuition and credit hour based fees will be calculated on a credit hour basis and will be made according to the following schedule:

August 30 and prior: (Last day to add or drop classes)	FULL REFUND
August 31 – September 6	80% Refunded
September 7 – September 13	60% Refunded
September 14 – September 20	40% Refunded
September 21 – September 27	25% Refunded
September 28 and after:	NO REFUND

Registration Lottery Times

Registration priority is determined by a computerized random selection based on the total number of anticipated credits accumulated by the end of the Spring 2013 semester. Registration letters indicating the time and day a student may register are e-mailed to current students' Saint Rose e-mail accounts prior to Advisement Day. If you did not attend during the Spring 2013 semester you may not automatically receive a registration e-mail. To receive your registration information please contact the Registrar's Office at 458-5464. You may not register before your assigned time, but you may register any time thereafter, on the web or in-person through the Add/Drop period.

Holds on Your Account

Holds placed on your student record *will prevent registration and add/drop changes*, both through the College website and in-person. Please view your account/records on the web and check for any holds.

Immunization Notice

Students planning to register for six or more credits must submit immunization records to The College of Saint Rose Health Service. New York State Law requires all students born on or after January 1, 1957, registering for six or more credits, prove immunity to measles, mumps, and rubella. Students must submit an Immunization Record completed by their physician or previous school official. In addition, all students regardless of date of birth need to provide proof of having received the meningitis vaccine or sign and return the waiver found on the Immunization Record. International and Resident Students are required to complete the Immunization Record; including meningitis information, Report of Health Evaluation, including Tuberculosis information and the Report of Health History. **Students who fail to supply the necessary records will be academically withdrawn from classes** and removed from resident housing on the 30th day from the start of the semester. Out of state and International students are allowed an extended period of up to 45 days to submit necessary records. If you receive a financial aid package, awards may be adjusted accordingly and you will be responsible for any institutional charges incurred up to the point of withdrawal. Correspondence related to insufficient records will be communicated via student Saint Rose email accounts and telephone information provided by the student. All health forms are available at www.strose.edu. For more specific information regarding the required immunization records please contact the Health Service at 454-5244.

Personal Information

Your mailing address and telephone number must be reviewed each semester to ensure that The College of Saint Rose can contact you. If you find that your contact information is incorrect you can update it yourself through the on-line secure site or stop in to the Registrar's Office to make changes. The registration screen will not allow you to proceed without entering an accurate postal address. You may need to contact your local post office to check your entry for accuracy. You should also review the rest of your account on the secure site each semester including your academic record, billing and financial aid.

Registration Policies

Forms received after the close of business will be processed the next business day.

ADD/DROP: In-person and online registration changes will not be possible after 4:30pm on Friday August 30.

For classes that have not yet started (i.e.: 1 day workshops, 1 credit weekend courses) registration changes may be made with the Registrar's Office up until the first class.

WITHDRAWING: Withdrawing can NOT be elected online. To withdraw from a course students must submit a signed withdrawal form to the Registrar's Office by the posted deadline.

CATALOG: Please refer to your Undergraduate Catalog for more policy information regarding registration, Add/Drop Pass/Fail, Independent Study, Withdrawing (Coursework/College), Resumption of Study, or Commencement Regulations.

Regarding Changes

The College of Saint Rose reserves the right to make any changes in the course offerings, instructors, regulations, and fees as circumstances require; and to cancel any courses with insufficient registration.

Key to the Course Listings

Crn:	Course Reference Number - identifies specific sections of a course.
Course:	Prefix and Course Number
Sect:	Section Number of Course. In some cases the section includes a letter. The letters indicate the following: E: Evening course; EL: Online learning; W: Weekend course; X: Cross Listed; L: Lab
Title:	Title of the course
L/E:	Liberal Education: Indicates the area of liberal education that a course fulfills.
Day:	The day(s) the course meets: M (Monday), T (Tuesday), W (Wednesday), R (Thursday), F (Friday), S (Saturday), U (Sunday)
Time:	Time(s) the course meets
Credits:	Number of semester credits per course.
Instructor:	Last name of instructor (subject to change).
Bldg:	Building course will be held (subject to change). ALBERT: Albertus Hall; BRUBAC: Brubacher Hall; CCIM: Center for Communications & Interactive Media; EAC: Events and Activities Center; HUETHR: Huether School of Business; LALLY: Thelma P. Lally School of Education; MASSRY: The Massry Center for the Arts; PICOTT: Picotte Hall; SCIENC: Science Center; STJOE: Saint Joseph Hall; STVIN: Saint Vincent DePaul Parish Center; THEATR: Campus Theatre
Room:	Room number where course will be held (subject to change)
Avl:	Number of available seats in a course.

Fall 2013**Writing Intensive Requirement**

Each student must successfully complete at least one three-credit writing-intensive course (prerequisite: ENG 105 or transfer equivalent). The writing intensive course must be taken at The College of Saint Rose, it cannot be fulfilled with a transferred class. The following courses satisfy this requirement:

ACC 421	COM 346	ENG 342	HIS 315	HIS 367	PHI 375	POS 357	RLS 325
AHI 344	COM 370	ENG 344	HIS 317	HIS 368	PHI 385	POS 358	RLS 330
AHI 366	COM 421	ENG 346	HIS 318	HIS 370	PHI 411	POS 359	RLS 332
AHI 376	CSC 424	ENG 350	HIS 321	HIS 374	PHI 412	POS 360	RLS 340
AHI 390	CSC 434	ENG 355	HIS 325	HIS 375	PHI 498	POS 361	RLS 345
AMS 490	CSD 345	ENG 360	HIS 330	HIS 376	POS 170	POS 362	RLS 365
AMS 498	EDU 300	ENG 370	HIS 332	HIS 378	POS 171	POS 363	RLS 498
BIO 307L	ENG 311	ENG 371	HIS 333	HIS 380	POS 305	POS 364	SEE 350
BIO 354L	ENG 312	ENG 372	HIS 339	HIS 382	POS 327	POS 365	SEE 360
BIO 358L	ENG 313	ENG 373	HIS 340	HIS 383	POS 328	POS 370	SEE 380
BUS 310	ENG 314	ENG 377	HIS 342	MAT 350	POS 330	POS 373	SOC 498
BUS 425	ENG 315	ENG 378	HIS 346	MAT 410	POS 332	POS 374	SWK 379
BUS 497	ENG 317	ENG 379	HIS 355	MUS 202	POS 340	POS 376	SWK 481
CHM 305	ENG 318	ENG 385	HIS 357	PHI 220	POS 350	POS 380	
CHM 307L	ENG 320	ENV 433	HIS 359	PHI 250	POS 351	PSY 299	
CJS 497	ENG 322	EPY 350	HIS 360	PHI 305	POS 352	PSY 497	
COM 221	ENG 323	EPY 370	HIS 362	PHI 315	POS 353	PSY 498	
COM 313	ENG 328	ESC 320	HIS 363	PHI 325	POS 354	RLS 271	
COM 314	ENG 335	HIS 312	HIS 364	PHI 330	POS 355	RLS 305	
COM 331	ENG 340	HIS 314	HIS 365	PHI 350	POS 356	RLS 316	

Fall 2013**Diversity Requirement**

Each student must successfully complete at least one three-credit liberal education, major or elective course designated to satisfy the diversity course requirement. The following courses satisfy this requirement:

AMS 220	ENG 236	HIS 221	HIS 263	PHI 140	PSY 310	SOC 112
AMS 230	ENG 237	HIS 222	HIS 264	PHI 160	RLS 121	SOC 244
AMS 251	ENG 238	HIS 223	HIS 265	PHI 260	RLS 124	SOC 252
BUS 370	ENG 239	HIS 226	HIS 266	PHI 310	RLS 220	SOC 253
COM 240	ENG 370	HIS 227	HIS 267	PHI 411	RLS 235	SOC 256
COM 241	ENG 371	HIS 236	HIS 268	POS 110	RLS 240	SOC 260
COM 242	ENG 372	HIS 237	HIS 272	POS 201	RLS 250	SOC 262
ENG 126	EPY 243	HIS 238	MAT 370	POS 202	RLS 271	SOC 270
ENG 173	EPY 244	HIS 239	MUS 251	POS 264	RLS 332	SOC 272
ENG 216	EPY 245	HIS 260	MUS 253	POS 361	RLS 365	SPA 309
ENG 226	HIS 200	HIS 261	MUS 254	POS 364	SED 146	WST 100
ENG 227	HIS 201	HIS 262	MUS 293	PSY 200	SOC 111	WST 320

L 01	L 02	L 03	L 04	L 05	L 05	L 06	L 07	L 08	L 09	L 10	L 11	L 12
ENG 105	ARA 101	HIS 150	ENG 106	AHI 101	MUS 110	PHI 102	MAT 100	CSC 111	BIO 100	ACC 121	ANT 110	2 credits PED
	ARA 102	HIS 151	ENG 126	AHI 208	MUS 171	PHI 140	MAT 105	CSC 112	BIO 103	ACC 122	ANT 111	
	BLE 455	HIS 200	ENG 134	AHI 210	MUS 172	PHI 180	MAT 130	CSC 113	BIO 105	ACC 328	ANT 112	
	CHN 101	HIS 201	ENG 214	AHI 211	MUS 250	PHI 205	MAT 140	CSC 202	BIO 112	ACC 001	ANT 001	
	CHN 102	HIS 211	ENG 216	AHI 238	MUS 251	PHI 250	MAT 145	CSC 204	BIO 116	BUS 101	CJS 230	
	ITA 101	HIS 212	ENG 217	AHI 247	MUS 253	PHI 303	MAT 150	CSC 205	BIO 118	BUS 205	CJS 231	
	ITA 102	HIS 213	ENG 221	AHI 344	MUS 254	PHI 330	MAT 160	CSC 230	BIO 127	BUS 233	CJS 232	
	ITA 203	HIS 214	ENG 223	AHI 366	MUS 255	PHI 355	MAT 180	CSC 321	BIO 190	BUS 246	CJS 233	
	ITA 204	HIS 216	ENG 226	AHI 376	MUS 256	PHI 381	MAT 185	MUS 257	BIO 191	BUS 253	CJS 234	
	FLG 001	HIS 217	ENG 227	AHI 001	MUS 257	PHI 382	MAT 190	CSC 001	BIO 201	BUS 001	CJS 235	
	FRE 101	HIS 218	ENG 228	ART 108	MUS 258	PHI 383	MAT 191		BIO 210	ECO 105	CJS 239	
	FRE 102	HIS 219	ENG 229	ART 110	MUS 267	PHI 001	MAT 200		BIO 234	ECO 106	CJS 001	
	FRE 203	HIS 221	ENG 230	ART 112	MUS 276	RLS 001	MAT 270		BIO 240	ECO 001	EPY 243	
	FRE 204	HIS 222	ENG 231	ART 113	MUS 277	RLS 102	MAT 295		BIO 242	HIS 205	EPY 244	
	FRE 216	HIS 223	ENG 232	ART 119	MUS 278	RLS 110	MAT 001		BIO 280	POS 110	EPY 245	
	FRE 001	HIS 225	ENG 236	ART 201	MUS 279	RLS 121			BIO 001	POS 111	PSY 110	
	GRK 101	HIS 226	ENG 237	ART 232	MUS 280	RLS 122			CHM 103	POS 112	PSY 111	
	GRK 102	HIS 227	ENG 238	ART 001	MUS 283	RLS 124			CHM 105	POS 141	PSY 250	
	PHI 411	HIS 228	ENG 239	COM 105	MUS 284	RLS 126			CHM 190	POS 142	PSY 310	
	RUS 101	HIS 229	ENG 243	COM 205	MUS 285	RLS 128			CHM 191	POS 170	PSY 363	
	RUS 102	HIS 236	ENG 244	COM 207	MUS 286	RLS 180			CHM 001	POS 171	PSY 400	
	SLG 250	HIS 237	ENG 245	COM 213	MUS 287	RLS 185			ENV 105	POS 172	PSY 001	
	SLG 255	HIS 238	ENG 248	COM 220	MUS 288	RSL 203			ENV 112	POS 173	SOC 111	
	SLG 300	HIS 239	ENG 260	COM 222	MUS 289	RLS 204			ESC 100L	POS 180	SOC 112	
	SPA 101	HIS 240	ENG 261	COM 001	MUS 290	RLS 220			ESC 101	POS 200	SOC 214	
	SPA 102	HIS 241	ENG 271	ENG 115	MUS 291	RLS 230			ESC 103	POS 201	SOC 223	
	SPA 203	HIS 247	ENG 279	ENG 116	MUS 292	RLS 290			ESC 104	POS 202	SOC 231	
	SPA 204	HIS 248	LIT 001	ENG 180	MUS 293	RLS 302			ESC 190	POS 205	SOC 243	
	SPA 216	HIS 249		ENG 206	MUS 294	RLS 325			ESC 191	POS 220	SOC 244	
	SPA 265	HIS 250		ENG 222	MUS 295	RLS 340			ESC 001	POS 226	SOC 252	
	SPA 275	HIS 251		ENG 251	MUS 296	RLS 365			PHY 190	POS 227	SOC 253	
	SPA 375	HIS 260		ENG 252	MUS 297	RLS 421			PHY 191	POS 236	SOC 256	
	SPA 455	HIS 261		ENG 270	MUS 298				PHY 001	POS 237	SOC 260	
	SPA 001	HIS 262		ENG 280	MUS 299				SCI 100	POS 240	SOC 262	
		HIS 263		ENG 285	MUS 303				SCI 200	POS 241	SOC 001	
		HIS 264		ENG 286	MUS 353					POS 242	SWK 114	
		HIS 265		ENG 287	MUS 359					POS 243	SWK 215	
		HIS 266		DRA 001	MUS 367					POS 250	SWK 254	
		HIS 267			MUS 368					POS 261	SWK 280	
		HIS 268			MUS 369					POS 262	SWK 375	
		HIS 001			MUS 455					POS 264	SWK 489	
				MUS 001					POS 001	SWK 001		

L 13

Second course
in Liberal Ed.
Outside of
Major, Must
Have Same
Prefix as
Previous
Course

DegreeWorks & Academic Progress Report

DegreeWorks is a new web-based advising tool that is being rolled out to track students' academic progress to degree completion; it is similar to the Academic Progress Report but more dynamic.

DegreeWorks is currently available for all undergraduate students in the 2009 or 2011 catalog. New incoming students, starting in Fall 2013, will have DegreeWorks as their exclusive online academic planning resource.

For advising and planning your summer and fall 2013 registration, we encourage you to use DegreeWorks to review your academic record and monitor both completed and unmet degree requirements. DegreeWorks is currently in a *test* phase. The Academic Progress Report will continue to be available for students in the 2009 or 2011 catalog.

If you think there is an error on your DW Worksheet, please speak with your advisor first about the potential error, and if not resolved please forward any questions to degreeworkscomments@strose.edu and your question will be answered by a Registrar's Office administrator. Resolving your question will enhance the process for all students.

Please print your DegreeWorks Worksheet and bring it with you to your advisement appointment on March 19

To access both your DegreeWorks Worksheet and Academic Progress Report:

- Go to <http://www.strose.edu/>
- In the top right corner of the homepage click on the **LOGIN** box
- Next to "Secure Site" click on **Login**
- Click **Login to Secure Area**— type in your user/student ID and PIN
- Click on **Student & Financial Aid**
- Click on **Student Records**
- From this Student Records page you can click to view 5 things: holds, final grades, unofficial transcript, Academic Progress Report, and DegreeWorks
- Click on **DegreeWorks** and your DegreeWorks Worksheet will open in a new window, OR click **Academic Progress Report** to view this report.
- To print your DegreeWorks Worksheet, after it is open, click on the **Save as PDF** tab in the upper left

How to Register on the Web

ACCESS FALL 2013 AND SUMMER 2013 COURSE LISTINGS AND COURSE DESCRIPTIONS:

Before going to register, view the course offerings, consult with your advisor, and have a tentative schedule worked out on paper. Be sure to choose alternatives in case your first choice is not available. You may pick up Course Offering Booklets at the Student Solution Center or view the most up-to-date offerings on online:

- Go to www.strose.edu/ugcourses
- Select the term from the pull down menu
- Click on a subject to view all the courses being offered in that subject
- Clicking on the title of a course will bring up the course description
- At this link, as courses are canceled, added, or filled, the change is reflected immediately.

TO REGISTER:

Current Students may register for both Fall 2013 and Summer 2013 courses on the web at or after their assigned registration time

- Go to <http://www.strose.edu>
- On the top right corner of the homepage click on **Login**
- Next to "Secure Site" click on **Login**
- Click on **Login to Secure Area** – Available 7 days a week 5:00am-3:30am
- Enter your **User ID number** (This is your College of Saint Rose Student Identification Number)
- For added protection you enter your **Personal Identification Number (PIN)**
 - If you visited the secure area before, you selected a six digit number as your personal identification number. If you have never visited the secure area, the PIN is your month, day, and year of birth (MM/DD/YY). You will be prompted to change the number at the first login. **Pick a number you will remember.** You will then be prompted to answer a secret question. The answer will allow you to reset your PIN if you should forget it.
- Click on **Student & Financial Aid**
- Click on **Registration**
- Click on **Select Term**
- Click on **Check Your Registration Status** to see if and when you can register. Then arrow back to the previous page to actually register
- Click on **Register/Add/Drop Classes**
 - You will be prompted to enter your Alternate PIN which is specific to the current open enrollment period, you get this # from your advisor.
 - Enter the CRN # s for the courses you would like to take, and click on Submit when you have entered all your desired classes.
- Click on **Student Schedule Day and Time** to view your schedule, or click on **Student Detail Schedule** to print a copy of your schedule.

ALSO VIEW YOUR ADDRESS & PHONE NUMBER, ACCOUNT BALANCE, FINANCIAL AID, ACADEMIC HISTORY AND PRINT UNOFFICIAL COPIES OF YOUR TRANSCRIPT ALL ON THE ONLINE SECURE-SITE

ONLINE SECURE SITE AVAILABLE - 7 DAYS A WEEK 5:00AM TO 3:30AM

Web Registration FAQ's

▪ WHAT IS MY PIN NUMBER?

It is the 6 digit numerical password you created to enter the online secure site.

The first time you ever logged into the 'Secure Site' on the Saint Rose website you were prompted to change your Personal Identification Number (PIN) from the default which was your 6 digit birth date (MM/DD/YY). You were also prompted at that time to enter a simple question that only you will know the answer. Answering the question correctly allows you to reset your PIN.

▪ WHAT IF I FORGET MY PIN?

If you have forgotten your PIN, type in your user/student ID and skip the PIN area. Click on the "Forget PIN?" button. This will lead you to the question to which only you know the answer. Type the answer. Click on the "Submit Answer" button. You are then prompted to enter a new 6 digit PIN number. Next, re-enter the same new PIN. Lastly, click on the "Reset PIN" button. If you have a problem the Student Solution Center may be able to help you. 458-5464

▪ WHAT IS AN ALTERNATE PIN? HOW IS IT DIFFERENT FROM MY PIN NUMBER?

As an undergraduate student, your Alternate PIN is a number that you get from your advisor after you met with him or her on Advisement Day. This *Alternate PIN* is needed for registration functions; to add or drop classes on the web or to register in-person. You are assigned a new Alternate PIN for each open enrollment. You are given one in the fall for spring registration, and then assigned a new one in the middle of the spring semester to register for both summer and fall classes.

Your regular Personal Identification Number (PIN) on the other hand, is used to access a variety of personal information online all year round: grades, un-official transcripts, financial aid, account status, etc.

After logging into the secure site with your regular PIN it is the Alternate PIN that you will need to actually register. If you are registering in-person at The Registrar's Office you will need to write your Alternate PIN down on the registration or add/drop form. Your Alternate PIN can only be retrieved through your advisor after receiving advisement.

▪ I'VE LOGGED ON BUT CAN'T REGISTER. WHY?

There are a few reasons why you might not be able to register on the web. (1) You did not wait until your assigned registration time. The Registrar's Office sends you an email telling you the assigned time and date of your registration. You may register at this time or any time after until the last day of Add/Drop. You may not register before this time. (2) You have a HOLD. If you have a HOLD you will not be allowed to register or add/drop courses. You must contact the office that has put your account on HOLD, and clear up any outstanding issues, balance, etc. Once that office has lifted the HOLD you will be able to register. (3) You have not met the prerequisite or test score requirement of the particular course you are trying to sign up for (4) Registration is over, the time/dates for adding and dropping classes has passed. The last opportunity to make changes to your schedule is at 4:30pm on the last day of the Add/Drop period.

▪ ARE THERE ANY COURSES THAT I WILL BE UNABLE TO REGISTER FOR ON THE WEB?

Yes. (1) You cannot register for **Independent Study** courses online. In order to register for an Independent Study, you must submit a completed independent study application with signatures, a copy of the description of the study, and a completed registration form to the Registrar's Office. (2) You also cannot elect to take a course **Pass/Fail** when registering on the web. You must complete a Pass/Fail form and bring it to the Registrar's Office. (3) You will not be able to register for **Closed Courses** on the web. Please check to see if there are any other sections of the course available, or choose another course. (4) If you have met a **prerequisite through a Course Substitution Approval form** the computer will not be able to recognize the prerequisite as being fulfilled. You will need to manually register through your Assistant Registrar.

▪ HOW DO I KNOW WHAT COURSES ARE BEING OFFERED?

You can view the course offerings for the upcoming semester on the web. From the Saint Rose homepage bring the cursor over *Offices and Resources*, then click on *Registrar*. On the right hand side of the Registrar's page, under "News and Events," click on *Course Schedule & Descriptions*. Then click on *Undergraduate Course Listings*. The classes are listed by subject. Select the subject area you are interested in. Courses in red indicate a full/closed section. If you would like a hard copy of the course offerings, Course Offering Booklets are available in the Student Solution Center. The paper booklets are printed a few weeks before advisement day, so online is the most up-to-date way to view the latest course offerings.

▪ WHAT OTHER SERVICES DOES THE COLLEGE OFFER ONLINE?

The College Catalog, your current address and phone number being used by Saint Rose, your academic history, your academic progress, your account balance, your financial aid, printable forms, academic calendars, and more.