THE COLLEGE OF
SAINT ROSE
Albany, New York
(518) 458-5464

UNDERGRADUATE COURSE OFFERINGS
Spring 2012

IMPORTANT DATES

Advisement Day:	November 8
Registration Begins:	November 14
Non-Matric:	*November 28*
Audits/Cross-Reg:	*January 13*
Spring Classes Begin:	January 17

DEGREE APPLICATIONS

Students are required to apply for graduation.

Applications are available in the Registrar's Office or may be printed off the web. Applications are due the semester prior to your anticipated graduation.

May 2012 applications were due Oct. 12

August and December 2012 applications due March 12

Spring 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: Spring 2012)
➢ 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 6pm
Friday: 8:00am to 4:30pm

WEB REGISTRATION: **Available seven days a week 6am to 1am**

Spring 2012 — Undergraduate Academic Calendar

Cross-Registration/Audit Registration_____January 13
Spring Semester Begins_____**January 17**
Spring Session 2: Jan. 17 – March 14 (Last day to withdraw from first half of semester course is Feb. 24)
Spring Session 3: March 15 – May 9 (Last day to withdraw from second half of semester course is April 17)
Last Day to Add/Drop Classes_____January 24
Last Day to apply to take a course Pass/Fail_____January 31
Incomplete Grades from the previous semester completed by_____February 17
   (If the grade is not submitted by this date the course will be given an F)
Mid-Winter Break_____March 3-11
August & December 2012 Degree applications due_____March 12
Advisement Day - *No Classes*_____March 20
Last Day to Withdraw from full semester course _____March 30
Undergraduate Registration for Summer and Fall 2012 Begins_____April 2
Easter Break – *No* Classes_____April 6-9
Exams/Alternate Schedule (undergraduate day classes only) _____May 4-9
Classes End _____May 9
Commencement Ceremony_____May 12

Spring 2012 Weekend Classes
Jan. 20-21, Jan 27-28,
Feb. 3-4, Feb. 10-11, Feb. 17-18, Feb. 24-25,
Mar. 16-17, Mar. 23-24, Mar. 30-31,
Apr. 13-14, Apr. 20-21

Spring 2012 — *Day Undergraduate Exam Schedule

Class Time		Exam Day	Exam Time
Mon, Wed, Fri 9:00	classes will meet	**Friday May 4**	8:00am - 10:30am
Mon, Wed, Fri 10:25	classes will meet	**Friday May 4**	10:45am – 1:15pm
Mon, Wed, Fri 11:50	classes will meet	**Friday May 4**	1:30pm – 4:00pm
Tues, Thur 11:15	classes will meet	**Monday May 7**	8:00am – 10:30am
Tues, Thur 1:05	classes will meet	**Monday May 7**	10:45 am- 1:15pm
Tues, Thur 2:30	classes will meet	**Monday May 7**	1:30pm – 4:00pm
Tues, Thur 8:00	classes will meet	**Tuesday May 8**	8:00am – 10:30am
Tues, Thur 9:25	classes will meet	**Tuesday May 8**	10:45am – 1:15pm
Other Class Times	classes will meet	**Tuesday May 8**	1:30pm – 4:00pm
Mon, Wed, Fri 8:00	classes will meet	**Wednesday May 9**	8:00am – 10:30am
Mon, Wed, Fri 1:15	classes will meet	**Wednesday May 9**	10:45am – 1:15pm
Mon, Wed, Fri 2:40	classes will meet	**Wednesday May 9**	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 April 27
*Evening classes meet at their regular time during exam week

Payment for tuition, room, board and fees for <u>Spring 2012 is due Friday January 6.</u> 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)	$12,307.00
Tuition per credit hour part-time	$819.00
Overload (19 credits and above) per credit	$819.00

FEES

Activity fee - full-time student	$92.00
Art Program fee (majors only)	$85.00
Art fees (specific courses)	Variable
Communication Sciences and Disorders (specific courses)	Variable
Health Services fee – full time student	$55.00
Health Services fee - part time student (optional)	$40.00
Incomplete " I " grade fee	$70.00
Late fee on unpaid balance (per month)	$80.00
Music Program fee (majors only)	$85.00
Music lessons	Variable
Orientation fee - new students	$25.00
Physical Education fees (specific courses)	Variable
Psychology Lab fees (specific courses)	Variable
Public Communications Program fee (majors only)	$85.00
Public Communication (specific courses)	Variable
Returned check	$60.00
Science Lab fee	$55.00
Student Records fee	$68.00
Study Abroad fee	$370.00
Technology fee for full-time students	$210.00
Technology fee part-time students	$25 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	$424.00
College of Saint Rose Alumni audit (per course)	$89.00
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:

January 24 and prior: (Last day to add or drop classes)	FULL REFUND
January 25 – January 31	80% Refunded
February 1 – February 7	60% Refunded
February 8 – February 14	40% Refunded
February 15 – February 21	25% Refunded
February 22 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 Fall 2011 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 Fall 2011 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 and Meningitis Form

Students who cannot show proof of immunity will not be allowed to register. New York State Public Health Law requires that proof of immunity against measles, mumps and rubella be on file in The College Health Service Office for all students born on or after January 1, 1957 who are planning to enroll for 6 credits or more. For more specific information please contact the Health Services Office at 454-5244. NYS Public Health Law also requires institutions to distribute information about meningococcal meningitis and the meningitis vaccines to all students registered for six or more credits per semester, whether they live on or off campus. The information will be distributed just once and includes a response form that must be completed by the student or (the parent or guardian if student is a minor) and returned to The College's Health Service Office. The law states that no institution shall permit any student to attend the institution without completing the form and returning it to Health Services. The meningitis vaccine is not required – but you must return the signed waiver.

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 and financial aid.

Registration Policies

Once the add/drop period has ended, there is no longer on-line access to registration. For classes that have not yet started (i.e.: 1 day workshops, one credit weekend courses) registration changes may be made in-person at the Registrar's Office up until the first class. Withdrawing can NOT be elected on-line. To withdraw from a course students must submit a signed withdrawal form to the Registrar's Office by the posted deadline. Please refer to your College of Saint Rose Undergraduate Catalog for more policy information regarding Add/Drop, Pass/Fail, Independent Study, Withdrawing (Coursework/College), Resumption of Study, or Commencement Regulations. If you need a catalog, one may be obtained from the Student Solution Center. You may also view the catalog on the web.

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 W: Weekend Course
	X: Cross Listed Course L: Lab course
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; 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.

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 can not 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	

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	ART 108	MUS 171	PHI 140	MAT 105	CSC 113	BIO 103	ACC 122	ANT 111	
	BLE 455	HIS 200	ENG 134	ART 119	MUS 172	PHI 180	MAT 130	CSC 202	BIO 105	ACC 328	ANT 112	
	CHN 101	HIS 201	ENG 173	ART 201	MUS 250	PHI 205	MAT 140	CSC 204	BIO 112	ACC 001	ANT 001	
	CHN 102	HIS 211	ENG 216	AHI 208	MUS 251	PHI 250	MAT 150	CSC 205	BIO 116	BUS 101	CJS 230	
	ITA 101	HIS 212	ENG 217	AHI 210	MUS 253	PHI 303	MAT 160	CSC 230	BIO 118	BUS 205	CJS 231	
	ITA 102	HIS 213	ENG 221	AHI 211	MUS 254	PHI 330	MAT 180	CSC 321	BIO 127	BUS 233	CJS 232	
	ITA 203	HIS 214	ENG 227	ART 232	MUS 255	PHI 355	MAT 185	MUS 257	BIO 190	BUS 246	CJS 233	**L 13**
	ITA 204	HIS 216	ENG 228	AHI 238	MUS 256	PHI 381	MAT 190	CSC 001	BIO 191	BUS 253	CJS 234	Second course
	FLG 001	HIS 217	ENG 229	AHI 247	MUS 257	PHI 382	MAT 191		BIO 201	BUS 001	CJS 235	in Liberal Ed.
	FRE 101	HIS 218	ENG 231	AHI 344	MUS 258	PHI 383	MAT 200		BIO 210	ECO 105	CJS 239	Outside of
	FRE 102	HIS 219	ENG 232	AHI 366	MUS 267	PHI 001	MAT 270		BIO 234	ECO 106	EPY 243	Major, Must
	FRE 203	HIS 221	ENG 236	AHI 376	MUS 276	RLS 001	MAT 295		BIO 240	ECO 001	EPY 244	Have Same
	FRE 204	HIS 222	ENG 237	AHI 001	MUS 277	RLS 102	MAT 001		BIO 242	HIS 205	EPY 245	Prefix as
	FRE 216	HIS 223	ENG 238	ART 001	MUS 278	RLS 110			BIO 280	POS 110	PSY 110	Previouse
	FRE 001	HIS 225	ENG 239	COM 105	MUS 279	RLS 121			BIO 001	POS 111	PSY 111	Course
	GRK 101	HIS 226	ENG 243	COM 205	MUS 280	RLS 122			CHM 103	POS 112	PSY 250	
	GRK 102	HIS 227	ENG 245	COM 207	MUS 283	RLS 124			CHM 105	POS 141	PSY 310	
	PHI 411	HIS 228	ENG 260	COM 213	MUS 284	RLS 126			CHM 190	POS 142	PSY 363	
	RUS 101	HIS 229	ENG 261	COM 220	MUS 285	RLS 128			CHM 191	POS 170	PSY 400	
	RUS 102	HIS 236	ENG 271	COM 222	MUS 286	RLS 180			CHM 001	POS 171	PSY 001	
	SLG 250	HIS 237	ENG 279	COM 001	MUS 287	RLS 185			ENV 105	POS 172	SOC 111	
	SLG 255	HIS 238	LIT 001	ENG 115	MUS 288	RSL 203			ENV 112	POS 173	SOC 112	
	SLG 300	HIS 239		ENG 116	MUS 289	RLS 204			ESC 100L	POS 180	SOC 214	
	SPA 101	HIS 240		ENG 180	MUS 290	RLS 220			ESC 101	POS 200	SOC 223	
	SPA 102	HIS 241		ENG 206	MUS 291	RLS 230			ESC 103	POS 201	SOC 231	
	SPA 203	HIS 247		ENG 222	MUS 292	RLS 290			ESC 104	POS 202	SOC 243	
	SPA 204	HIS 248		ENG 251	MUS 293	RLS 302			ESC 190	POS 205	SOC 244	
	SPA 216	HIS 249		ENG 252	MUS 294	RLS 325			ESC 191	POS 220	SOC 252	
	SPA 265	HIS 250		ENG 270	MUS 295	RLS 340			ESC 001	POS 226	SOC 253	
	SPA 275	HIS 251		ENG 280	MUS 296	RLS 365			PHY 190	POS 227	SOC 256	
	SPA 375	HIS 260		ENG 285	MUS 297	RLS 421			PHY 191	POS 236	SOC 260	
	SPA 455	HIS 261		ENG 286	MUS 298				PHY 001	POS 237	SOC 262	
	SPA 001	HIS 262		ENG 287	MUS 299				SCI 100	POS 240	SOC 001	
		HIS 263		DRA 001	MUS 303				SCI 200	POS 241	SWK 114	
		HIS 264			MUS 353					POS 242	SWK 215	
		HIS 265			MUS 359					POS 243	SWK 254	
		HIS 266			MUS 367					POS 250	SWK 280	
		HIS 267			MUS 368					POS 261	SWK 375	
		HIS 268			MUS 369					POS 262	SWK 489	
		HIS 001			MUS 455					POS 264	SWK 001	
					MUS 001					POS 001		

Please note that some majors (ex: Childhood Education, Accounting) have additional liberal education requirements as outlined in the College Catalog.

How to Print Your Academic Progress Report & Register on the Web

Students must print their Academic Progress Report to bring to their advisement appointment.
Advisement day is Tuesday November 8.

PRINT YOUR ACADEMIC PROGRESS REPORT:

This is a one to two page document that outlines both the courses you have completed toward your degree, and those requirements that you have not yet met. It is a valuable tool for determining the courses you should register for.

➢ Go to **http://www.strose.edu/**

➢ In the top right corner of the homepage click on **LOGIN**

➢ 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**

➢ Click on **Academic Progress Report**

ACCESS COURSE DESCRIPTIONS & SPRING 2012 COURSE LISTINGS:

Before going to register, consult with your advisor, view the course offerings for the spring term, 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** and search by term and subject; clicking on the title of the course will bring up the course description. At this link, as courses are canceled, added, or filled, the change is reflected immediately.

CURRENT STUDENTS MAY REGISTER FOR SPRING 2012 COURSES ON THE WEB AT OR AFTER THEIR ASSIGNED REGISTRATION TIME.

➢ Go to **http://www.strose.edu**

➢ On top right corner of homepage click on **Login**

➢ Next to "Secure Site" click on **Login**

➢ Click on **Login to Secure Area** – Available 7 days a week 6am-1am

➢ 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 number is your month, day, and year of birth (MM/DD/YY). You will be prompted to change the number at the first log in. **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 coursework.

➢ Click on **Student Schedule Day and Time** to view your schedule, or click on **Student Detail Schedule** to print a copy of your schedule.

Web Registration FAQ's

- **WHAT IS MY PIN NUMBER?**

It is the 6 digit numerical password you created to enter the on-line secure site.

The first time you ever logged into the 'Secure Site' on the Saint Rose web-site you were prompted to change your PIN number from the default which was your birth date. 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 number.

- **WHAT IF I FORGET MY PIN NUMBER?**

If you have forgotten your pin number, 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 number is a number that you get from your advisor after you met with him or her on advisement day. This *alternate PIN number* 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 number 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 PIN number on the other hand, is used to access a variety of personal information on-line all year round: grades, un-official transcripts, financial aid, account status, etc.

After logging into the secure site with your regular PIN number it is the alternate PIN number that you will need to actually register. If you are registering in-person at the Student Solution Center you will need to write your alternate PIN number 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 didn't wait until your assigned registration time. The Registrar's Office sends you an e-mail telling you the assigned time and date of your registration. You may register at this time or anytime 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 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 bring the appropriate paperwork (completed independent study application with signatures, and a description of the independent study project) to the Registrar's Office, Saint Joseph Hall 4th floor. (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 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 right on the web. From the Saint Rose homepage bring the curser 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 department. 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 on-line is the most up-to-date way to view the latest course offerings.

- **WHAT OTHER SERVICES DOES THE COLLEGE OFFER ONLINE?**

The college catalog, the course listings, 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.