

Arcadia University Course Schedule, Registration, and Advising Checklist

Use this checklist each semester to help you through your course selection process.

General Overview: All students will register online through Self-Service. Academic advisers receive an email when their advisee registers online, and are asked to review requested courses for appropriateness. Only courses approved by the advisor become part of the schedule. The advisor's electronic approval or written email approval is required to complete registration, but online registration reserves a seat in requested classes until final approval or disapproval is determined. **A student assumes all responsibility pertaining to course registration and degree completion.** Students experiencing any difficulty may email registrar@arcadia.edu.

Complete	When	To do:
	Prior to Registration	Check when registration opens for the following semester using the posted University Academic calendars .
	Prior to Registration	Check when you will be able to register for the following semester. Using selfservice.arcadia.edu <ul style="list-style-type: none"> ○ Are you on the priority registration list? See the full list by clicking here.
	Prior to Registration	Check your self service system for grade, financial, library or health record holds which could prevent you from registering? (Email shs@arcadia.edu for health holds, email busoffice@arcadia.edu for help on removing all other holds).
	Prior to Registration	Review your academic plan in self service to see what requirements you may want to select for the next semester.
	Prior to Registration	Review self service for potential courses of interest for your schedule. <ul style="list-style-type: none"> ● Identify courses and sections of interest.
	Prior to Registration	Make an appointment with your adviser to discuss appropriate course selection including review of prerequisites and university requirements.
	Prior to Registration	Obtain advisor's approval prior to registration.
	During Registration	Add courses to your self service cart. When you are done adding classes to your cart Submit your courses to Proceed to Registration . Click Here for Step by Step Guide
	During Registration	Email requests for potential waitlist courses to advisor and the registrar at registrar@arcadia.edu
	During Registration	Drop courses from your schedule that do not fit within your overall schedule and academic plan. Click Here to see how a to, if you experience issues email registrar@arcadia.edu
	During Registration	If appropriate, Send in an overload petition for credit total to be approved by Undergraduate Studies Petition for Overload
	After Registration	Check your schedule in self service. Make sure all of your requested courses appear and that there are no time conflicts.

Students with disabilities who require accommodations should contact Disability Support Services.

For some additional important notes and how tos, see pages 2-3

Check when you will be able to register for the following semester.

- Priority Registration Overview
 - In addition, any students in the Pre-Nursing, Honors Program, 3-Year and 3+ degree programs, studying abroad, accommodated by disability support services, veterans or students receiving veteran education benefits, or student athletes may register earlier than the day associated with actual completed total credits; temporary adjustments were made for Priority Registration which will allow the system to identify who may register on which day (emails to each student cohort will explain the process).
 - Questions regarding the accuracy of the total should be raised prior to registration to registrar@arcadia.edu.
 - To find the Overall Credits used to assign your Priority Registration day:
 - Please log into Self-Service (selfservice.arcadia.edu)
 - click the Grades tab
 - click the "Unofficial Transcript" link in the sub-tab
 - scroll to the bottom of your transcript
 - the last line, "Overall Credits", is your current total

Review your academic plan in self service to see what requirements you may want to select for the next semester.

- Students can review all this information by consulting their Academic Plan on Self-Service. Log on to MyArcadia and use the Self Service link in the tools bar.
- *Which Undergraduate Curriculum requirements are fulfilled by major courses differs by major. Therefore, each student works with his or her academic adviser—who is a faculty member from the student's major department—to determine which Undergraduate Curriculum requirements the student will fulfill in major courses and which requirements he or she will fulfill in courses outside the major.*
 - Students can also use the Find Courses function in Self-Service to determine how courses fill various requirements.

Review self service for potential courses of interest for your schedule.

- You may also find it helpful when Searching Sections to add them to your Self-Service Cart to visualize how your selections could create a final schedule.
 - *Please note that courses in your cart are not finalized until you proceed to registration to officially add them.*

Make an appointment with your adviser to discuss appropriate course selection including review of prerequisites and university requirements.

- Make an appointment with your adviser to discuss appropriate course selection including review of prerequisites and university requirements.
- If you are unsure who your advisor is: Navigate to your current schedule on Self-Service and scrolling to the bottom will display your current adviser's name at the bottom left of the screen. Full-time students who are uncertain of adviser assignment may contact Bruce Keller (215-572-2922); part-time students who are uncertain of adviser assignment may also contact Bruce Keller.

Add courses to your self service cart

Please follow the registration procedures for [undergraduate students](#) / [graduate students](#). You can go directly to [Self-Service](http://www.arcadia.edu/selfservice) (www.arcadia.edu/selfservice) or access Self-Service from the Tools menu on MyArcadia.

Log into Self-Service using your MyArcadia login and password.

1. Click on the **Register** tab.
2. Click on **Traditional Courses** sub-tab.
3. Select **Section Search**.
 - When using the Section Search function, be sure to select the **Period** for the academic year for which you wish to register, i.e., Fall, Summer, Spring.
 - The Course Code must be no more than 2-4 letters and three numbers (ie. EN472 or PBH640). All days and times will appear.
 - Searching for a partial course code (e.g., EN4 or EN47) works better than searching for a full course code (e.g., EN472).
 - Do not include section numbers in the course code field.
4. Select a **Period**.
 - Please note: Semesters are divided into sessions; Session 01 spans the whole term, Session 02 represents courses meeting during the first half, and Session 03 represents courses meeting during the second half. If you want to see all courses available in a term, please leave the 'Sessions' field blank while searching.
 - Summer terms have additional Sessions; AC1 for accelerated online courses during the first half of summer, AC2 for accelerated online courses during the last half of summer, 04 for an intensive Monday through Friday course at the end of summer.
5. Click **Search** to display courses.
6. Click **Add**.
7. **View Cart** or **Proceed to Registration**.

Please note: If the section you prefer is closed (full) at the time of registration, **register for all open courses and finalize the online registration process**. Waitlisting (waiting in the queue for an available seat) is not currently supported by Self-Service, and you should email registrar@arcadia.edu indicating the term, session, course and section for which you would like to waitlist.

- Prerequisites and Corequisites are not being screened by Self-Service. Students are responsible to check the catalog when building their schedule.
- Time conflicts are not being screened by Self-Service. Please review your cart for conflicting start and stop times to avoid unintended overlap.
- Students are encouraged to identify alternative courses in the event one or more of the desired courses have reached maximum capacity.

Send potential waitlist courses to the registrar

- The Waitlist function is NOT available; registration for full (closed) courses is not enabled in Self-Service. Students are advised to register for all open courses and proceed to registration to finalize available courses.
- A separate email should then be sent to registrar@arcadia.edu and their adviser indicating the semester, course and section of the desired full (closed) course.
 - If the adviser approves, the Registrar's Office will add the student to the waitlist queue.

Send in an overload petition if appropriate.

- Full-time students for the Fall normally register for 15 or 16 credits; however, full-time enrollment is defined as 12 to 20 credits. Registration for 19 or 20 credits requires a cum GPA of 3.0 or higher or approval (by petition to the Office of Undergraduate Studies for course overload). Note: 20 credits is the maximum credit load permitted.
- Part-time students (carrying up to 11 credits if matriculated or limited to two courses, 6-8 credits if non-matriculated) also register based on overall credits.
- **Petition for Overload**