

Name: \_\_\_\_\_

Course Registration Worksheet, Fall 2021

1. Check your **MaineStreet Student Center** and identify the following information:
  - a. **Wish List Date:** \_\_\_\_\_
  - b. **Enrollment Date:** \_\_\_\_\_
  - c. **Enrollment Time:** \_\_\_\_\_
  - d. **Advisor Name:** \_\_\_\_\_
    - i. Book an appointment with your advisor before your enrollment date to review your completed course wish list. Time & Date: \_\_\_\_\_
  - e. **Enrollment Holds & To Do List:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Check your **Transfer Credit Report** for evidence of any AP, IB, dual enrollment, and transfer courses you think you have earned. Are they in the system? Do you need to contact the testing service or other institution to have your records/transcripts sent to UMaine Office of Student Records? Your enrollment time and date depend on the number of credits you have earned so it is important to get them into your Student Center as soon as possible.
3. Check your **Degree Progress Report**. This will show you what you have earned and how it applies to your current program and to your general education requirements.
4. What Major are you pursuing? \_\_\_\_\_ Check the Undergraduate Catalog, department website, or program sheet. What courses do you need next to stay in sequence? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
5. Do you have other program requirements to consider (2nd major, minors, etc.)? What courses do you need to take for those? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
6. Identify outstanding General Education Requirements.
  - a. What categories do you still need to address? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
  - b. What courses might you want to take to fulfill your general education needs? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
7. Do you need to repeat any courses? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

8. Do any of your desired courses require permission to take? You will need to ask for an appointment with the instructor or with the department head to ask for permission. They may say no, so have a backup plan.
9. Build a course **Wish List** of classes you want to take. Pay attention to detail. You may need to check the term, location, method of instruction, course dates, restrictions, prerequisites, conflicts, instructor, credits, etc.
10. **Validate** your courses to double check that you meet all enrollment requisites.
11. Meet with your advisor for approval. Select the following scenario that applies to you.
  - a. My advisor gave me this **PIN**: \_\_\_\_\_, or
  - b. I don't need a PIN because my advisor approved my Wish List.
12. Clear any enrollment holds that will prohibit you from getting into spring courses.
13. Enroll in courses as soon as possible once your enrollment period begins. Do not wait to do this because classes fill up and will no longer be available.
14. What if the course you want is full?
  - a. Pick a different section of LEC, LAB, REC, or SEM for the course if an open one is available to you.
  - b. Put yourself on the waiting list for the course if you “must have it”. There is no guarantee that a spot will open up, but if the course is that important to you then you should get on the wait list.
  - c. Pick an alternate course.
15. What if you have enrollment holds that prevent you from getting into classes right now?
  - a. Try to clear the holds as quickly as possible. You can get into classes for fall 2021 anytime from your enrollment date through September 5, or
  - b. Decide if you need to take a semester off.
16. Should you take a Winter Term class? Maybe this is a good option for you, but only if you want to spend 8 hours a day (every day) over break working on a course instead of relaxing.