The Tutor Program Tip - Enrolling in Classes

Introduction
Below is a list of sites, which include the academic calendar, class search in MaineStreet and also an enrollment checklist from the Office of Student Records. Much of the information contained in this tip may be found at these sites, including an excellent checklist of things students need to do before registering for classes.

Dates of registration:
http://www.calendar.umaine.edu/academic-calendar/.

MaineStreet Class Search:
https://peportal.maine.edu/psp/PARMD89_1/EMPLOYEE/CSPRDST/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?dflt_inst=UMS05

Student Records information regarding General Education requirements at:
http://catalog.umaine.edu/.

Enrollment Checklist:
http://studentrecords.umaine.edu/academics/registrationchecklist.htm

Searching for classes.
Students may search for courses by selecting the term/year and then it will bring up the fields to enter course designator and/or number (i.e. Mat or Mat122) and indicating whether this is undergraduate or graduate course by selecting from the list labeled Course Career. Adding more information in the section in the section entitled Additional Search Criteria will provide a more advanced search. Once you have found the course you may click on the section number, which will include a description of the course, course prerequisites, course location, the instructor’s name and general education specifications. Please read the information regarding a new MaineStreet feature that puts students on a wait list for certain high demand courses. Check out the links above for more information.

Class Level Requirements and Degree Credits when enrolling in classes.
Courses with a class level requirement are open to any student who will obtain the required level at the end of the current semester. For example, to enroll in Bio208, students must have completed Bio100 or the equivalent thereof. Students, who are currently enrolled in Bio100 or have been awarded AP or transfer credit for Bio100, may register for Bio208. To enroll in Avs203, students must have completed Bio100 and have sophomore standing. Students who are currently enrolled in Bio100 or awarded AP credit for Bio100 in addition to other AP
or transfer credits, and as a result of completing their current course load will have earned 24 degree credit hours, may register for Avs203.

**However,** the dates and times students may register for classes depend upon the number of degree credit hours already earned. The number of degree credit hours a student is currently taking does not count until the courses are graded. Which means, first-year students register last and need to have several course options ready when the dates are open for their registration! Make sure to find out the dates you can register based on your earned degree credit hours.

- Readmissions and transfers may register with the class with which they belong.
- Students may be blocked from registration if:
  - They are indebted to the University. (Go to the Bursar’s office)
  - They have not complied with the State of Maine’s immunization law.
  - They are on suspension or dismissal. (See the Dean of your College)
- **Courses that require instructor or special permission need to be added in the department in which the course is housed.**
- When registering on MaineStreet, students are advised to turn off pop up blockers as this interferes with registering for some courses. MaineStreet uses pop-ups to register students for associated labs, recitations and co-requisites. Learn how to turn off Pops-ups on your individual computer now! The instructions for this are a little different for each computer. If you need assistance with this contact IT at 581-2506 in 17 Shibles Hall.
- Automatic pre-requisite checking will be in effect for students registering for undergraduate courses.
- Students interested in enrolling in courses at the Frederick Hutchinson Center (FHC) in Belfast should call the Center at 1-800-753-9044.

**How do you register for courses?**

To register for courses at UMaine you must do so using Mainestreet and students must have an Enrollment PIN which is given to you by your advisor.

The Enrollment PIN prevents students from accessing the system before they are eligible and in most cases requires that students see advisors prior to registering. The distribution of PIN numbers and other details of registration may vary between colleges. Check with your Dean’s Office or advisor for specific college instructions for registration purposes. This information is also available at [http://www.studentrecords.umaine.edu](http://www.studentrecords.umaine.edu).

Students may begin creating their Wish List when the Schedule of Classes goes live. Wish List validation will not begin until the date and time listed. DATES AND TIMES FOR REGISTRATION: [http://www.studentrecords.umaine.edu/academics/Registration%20Schedule.htm](http://www.studentrecords.umaine.edu/academics/Registration%20Schedule.htm)

When students validate their Wish List, the system performs pre-requisite and time conflict checking. Courses that do not pass the validation process will have messages displayed indicating the specific problem. Successful validation of the Wish List does not enroll the student in the selected classes.

**A Few Suggestions to Consider When Registering for Courses:**

**Meet with your advisor to:**
- Discuss course options.
- Review the requirements of your major and college.
- Discuss Education requirements offerings.
- Check if you are making satisfactory progress towards graduation.
- Get your Enrollment PIN and know how to use it.
- Make a wish list using MaineStreet.
To get the most out of this session, be prepared!
Review the above information in advance; look at course offerings and requirements, make a list courses you think you should take and map out what your day/week will look like. Do not expect your advisor to do this for you!

Think about your college, department, and general education requirements.
Taking classes that do not meet any of these requirements may not be a good investment of your time or money. The Undergraduate Catalog web site (listed earlier) includes the latest information on general education requirements.

Are any of the courses in your curriculum offered only in the Fall or Spring Semester?
If so, you will need to plan your schedule very carefully, especially if there are course prerequisites to consider.

When registering for upper-level courses, be sure to check prerequisites and co-requisites.
Students may need:
1.) Specific background courses.
2.) A corresponding lab or recitation.
3.) Permission of the instructor in order to register.

Check the web site for requirements and automatic pre-requisites.

Be a good consumer and ask other students about courses and professors.
It is a good idea to find out as much information about a course and the instructor prior to registration. By doing this, you will know what to expect and may be able to avoid taking a class that you will dislike.

It is important to set-up your class schedule to include study time and other needs.
If you are a student athlete, a member of the band or chorus, belong to an organization that requires a lot of your time, have a part-time job or commute to campus, plan your schedule so that these activities will not interfere with class, labs and study time. Depending upon your circumstances, you may need or want to take classes on certain days of the week. Also, some students like to schedule their classes back-to-back, while others enjoy having a break between classes so they can review & clarify notes and/or preview material before their next lecture. To assist with this planning process, a blank, sample schedule is attached to this document.

Consider your options and the combination of courses you will be registering.
If students select all reading intensive, lab intensive or homework intensive courses, they run the risk of getting burned out. It is important to try to balance the “types” of courses you schedule each semester.

Select one course each semester that fulfills graduation requirements and is enjoyable for you.

Have a minimum of two back-up courses in mind, in the event your first choices are already full.
First year students will commonly experience this, so be sure to have other selections ready-- whether it’s a different section of the same course or an entirely different course. Take advantage of the wish list option!

If you plan to take a math course, seriously consider your current math ability.
Also, consider the pace at which college level courses proceed. If you plan to take Mat111, 115, 122, 126, or Tme151/152, and have not taken a math course since high school, you will need to take the Math Placement Exam. Your performance on this exam will indicate which math course you should take. If the Math Department suggests a lower level course…heed their advice! Students must pass the Math Placement Exam for the course in which they enroll in order to qualify for a peer tutor through The Tutor Program.

For further information on the Math Placement Exam, go to: https://webct.umaine.edu.
After logging in, select “Mat001 – Math Placement Exam” from the course listing. To log into WebCT, students use their UMS (University of Maine System) ID and password. If students have not already used WebCT for one of their classes, they may activate an account online at: Http://mail.main.edu/. It may take up to 24 hours after activating the UMS account for students to be able to access the Math Placement Exam.

If you took the Math Placement Exam over the summer and did not take a math course this fall, it is highly advisable to take the Math Placement Exam again! Math skills get rusty without use; courses move at a fast pace and will continue to move on regardless of your ability to keep up! Your new exam scores will be more indicative of your current abilities!

The Onward Program offers three math courses.
Each one is designed to refresh basic math and algebra skills to prepare students for Mat111, Mat115, Mat122, Tme151/152, Mat215 and Mat232. Although Onward courses do not carry degree credit, they do qualify for financial aid. Remember that college math courses move at a very fast pace. Students, who have been out of school for a while or who have not had a math course in the last 1-3 years, would benefit greatly from these courses before enrolling in the 100 or 200 math level courses, especially those which require two years of High School Algebra. The Onward Program is a program unit of College Success Programs and is located on the first floor of East Annex, Telephone: 581-2320.

Do you need a chemistry refresher course?
Did you withdraw or fail Bmb207 or Chy121? Has it been a while since high school chemistry or did you even take chemistry in high school? The Onward Program offers an excellent introductory chemistry course (Ons012). Students who take it find that they are better prepared for the rigors of Bmb207 or Chy121.

What about biology?
Enrollment in Bio100 is limited to students whose programs of study require this course or for those who intend to take additional biology courses. If you are looking for a course which satisfies the General Education Lab in the Basic or Applied Sciences, or Population and Environmental Sciences, take a look at Bio222 with corresponding lab Bio223. Degree credit cannot be earned for both Bio100 and Bio222/223. The Onward Program also offers an excellent introductory biology course each fall and a zoology course each spring, which are also helpful in preparing students for Bio100.

Are you considering taking an online course?
If so, do you have the correct equipment and software? Professors do not use the same technologies in all courses. Requirements for each course are listed in the Continuing & Distance Education Course Guide and on the Distance Education web site (http://LearnOnline.umaine.edu). A student wishing to register for an online course must check and meet any requirements before registering for the course. If a student has any questions about the requirements or needs information on how to install required software etc., call the toll free Distance Education Helpline @ 1-877-947-HELP (4367).

Please take this word of advice and don’t wait until the last minute to register for classes.
If you do, you may not get the courses of your choice. Students who do experience problems with registering for classes are advised to check with their advisor, academic department, dean’s office or the Office of Student Records in 100 Wingate Hall, telephone: (207) 581-1290.