



Office of the Assistant Dean of Students for Academic Advisement and Retention

April 2009

Dear Student:

The following letter outlines the information you need to begin the registration process at The College of St. Scholastica. It is of **utmost importance** that you follow through with what this letter requests in order to ensure you have prepared a tentative fall schedule prior to attending orientation. This is your first official role as a college student, so please take it seriously. Information below outlines how to choose classes at CSS. You are required to look at this information and plan your schedule BEFORE you arrive for Orientation. At orientation, you will finalize your tentative schedule with a Peer Advisor (PA) and an academic advisor before officially registering for courses.

Checklist for Preparing your Mock Schedule:

Steps	Task	Website or Link
1	Review your intended major and any CITS, PSEO credits earned (<i>NOTE: you must ask the college or university for the transcript, regardless of what your high school says</i>)	Transcript evaluation page http://www.css.edu/Admissions/Undergraduate/Transfer-Students/Transfer-Credit-Center.html
2	Print off mock registration sheet and major schema from the advisement manual	http://resources.css.edu/Registrar/forms/registration_worksheet.pdf
3	Choose a Dignitas (first year experience course required for all freshman, regardless of college credits)	http://www2.css.edu/app/depts/reg/sched/
4	Choose either ENG 1110 First Year Composition or CTA 1102 Human Communication	http://www2.css.edu/app/depts/reg/sched/
5	Choose courses required for major found on schema	http://www2.css.edu/publications/advisor/
6	If you have credit space (credits should be between 15 and 18 credits) add General Education courses.	http://www2.css.edu/app/depts/reg/sched/
Come with a prepared schedule for your orientation For Detailed Directions to links and descriptions, see below.		

DETAILED DIRECTIONS:

1. Go to: http://resources.css.edu/Registrar/forms/registration_worksheet.pdf to print a registration worksheet.
2. Then Go to our web schedule at: <http://www2.css.edu/app/depts/reg/sched/>

3. Click on the **2009 Fall Course Schedule**
4. Locate the “**subject**” link and click on the drop down box to find **Dignitas** (our first year experience courses all freshmen must take). Click on the “**submit search**” button. All Dignitas course offerings will appear, and each section has a different topic. The Dignitas course descriptions are linked on the web schedule. Select two sections that appeal to you (first choice, second choice). Write down the section number and time on your mock schedule worksheet
5. After selecting a Dignitas course, return to the **2009 Fall Course Schedule**.
6. You need to complete both **ENG 1110** (First Year Composition) and **CTA 1102** (Human Communication) as part of your General Education requirements the first year. It does not matter in what order you take them. If you intend to transfer in courses that may fulfill one or both of these requirements, information is included later in this letter. **NOTE: You may only take one of these course offerings per semester.**
7. To select additional courses, return to the **2009 Fall Course Schedule**. The attached four year schema will aid you in determining what additional courses you must take according to your intended major. Be sure to look at only 1000 or 2000 level courses for your first year. If the attached schema does not reflect your current intended major, please view the available undergraduate programs at:
<http://www2.css.edu/publications/advisor/>
8. Your total number of credits for each semester should be between 15 and 17. If you have space left in your schedule after you have completed steps 1-8, you may then select a General Education course(s).
9. Return to the **2009 Fall Course Schedule**. Click on “**distribution area.**” Select a category in which you are interested in taking a course. Click on “**submit search.**” You may select a course from any of the 1000 or 2000 level courses. For a complete listing of course descriptions, you may go to:
<http://www.css.edu/Academics/Catalog/Undergraduate-Catalog/Course-Descriptions.htm> (click on the course description category)

If you have College In The Schools (CITS), Advanced Placement (AP) or Post-Secondary Education Program (PSEO) credits, The College of St. Scholastica normally transfers in those credits. All college credits originate from a community college or university. Ask your high school if you have CITS credits which college or university that is linked to the course. Please bring a transcript with you from the appropriate college(s).

On the first evening of orientation, a Peer Advisor and a Professional Academic Advisor will answer any questions and help you adjust your tentative schedule based on the assessments you take earlier in the day. The morning on the second day of orientation, the office of Academic Advisement and St. Scholastica Peer Advisors will assist you in registering for courses utilizing the St. Scholastica student Web registration system.

Questions concerning scheduling of courses may be directed to dbauman@css.edu or by calling 218-723-6179. If you have additional questions, please visit our New Student Web site at: www.css.edu/NewStudents.xml.

We look forward meeting you during orientation and assisting you with your course registration.

Sincerely,



David J. Bauman, M.S.Ed.

Assistant Dean of Students for Academic Advisement and Retention Services