

***UAM PREREGISTRATION
FOR SPRING 2010 CLASSES
November 9-20, 2009***

IMPORTANT DATES

Currently enrolled students will be allowed to preregister for spring classes during the two-week period of November 9 through November 20. Students who are not currently enrolled but who have been admitted by November 9 may preregister during November 16-20. Students are encouraged to preregister as soon as possible for the best selection of classes.

The deadline for preregistered students to pay or make arrangements to pay tuition, fees, and room and board is **Monday, January 4, 2010**. Even students whose bill is \$0 or less must validate their registration by the deadline with the Cashier at one of the three campus locations, or by mail, or by fax, or online at www.uamont.edu through Campus Connect (accessible by clicking on "Current Students" at the home page). Otherwise, the preregistration will be canceled.

PREREGISTRATION PROCEDURES

Monticello Location

Currently enrolled students:

First, meet with your assigned academic advisor to assess your progress and to plan your class schedule for spring. Your advisor may enter your class schedules for you, or you may be able to enter your class selections using "On-Line Preregistration." Generally, graduate students and undergraduate students who have already completed more than 60 hours, have at least a 2.50 cumulative GPA, and are not on conditional academic standing may preregister on line after meeting with their advisor. (See "On-Line Preregistration Instructions" later in this document for specifics on accessing and using the on-line system.) Academic advisors have the discretion to add or remove the on-line preregistration capability on any of their advisees.

Students unable to access on-line preregistration will have their class selections entered by the academic advisor.

Students at the Monticello location can obtain the name and location of their advisor by contacting Academic Affairs (ext. 1033) or the Office of the Registrar (ext. 1034) or by accessing their advisor information through the UAM home page (www.uamont.edu) under the Campus Connect link accessible by clicking on "Current Students." A student ID and PIN are required to access the system; students needing a PIN should click on the "Help! What's my PIN?" button.

Students at the Monticello location can get a copy of their class schedule and estimated bill by going to the computer located on the first floor of Harris Hall.

Students not currently enrolled:

Students who have gone through the admissions process should go to the Office of Academic Advising (Administration Building 106B) for assignment of an academic advisor and for further directions.

Crossett Location

To preregister, students who have gone through the UAM admissions process should visit the office of the Counselor for advising and further directions. Students can get a copy of their class schedule and estimated bill by going to the Student Services Office at Crossett.

McGehee Location

To preregister, students who have gone through the UAM admissions process should visit the office of Student Services for advising and further directions. Students at the McGehee location can get a copy of their class schedule and estimated bill by going to the Bookstore.

Questions about preregistration? Visit the Office of the Registrar (Harris Hall, first floor) or call 870-460-1034.

**ON-LINE PREREGISTRATION INSTRUCTIONS
(NOVEMBER 9-20)**

Note: Academic advisors have the discretion to add or remove the on-line preregistration capability on any of their advisees. Students unable to access on-line preregistration will have their class selections entered by the academic advisor.

On-line preregistration for selected students (graduate students and undergraduate students who have already completed more than 60 hours, have at least a 2.50 cumulative GPA, and are not on conditional academic standing) will be available 24 hours a day **beginning by 9 a.m. on November 9 and ending at 4 p.m. on November 20.**

On-line preregistration is accessible through the UAM home page (www.uamont.edu) under the “Campus Connect” link accessible by clicking on “Current Students.” A student ID and PIN are required to access the system. Students who do not know their PIN should click on the link “**Help! What’s my PIN? Get your Student ID number, PIN number & your Email Address by clicking here**” shown on the Campus Connect page.

To preregister on-line:

1. At the UAM home page (www.uamont.edu), choose Current Students, then Campus Connect.
2. Enter studentid and PIN. Press Enter or click the arrow to login.
3. Go to “Registration” button to access a drop-down menu. To add classes for spring 2010, select “Add/Drop Courses” from the Registration drop-down menu.
4. To access the list of classes, highlight the term and the department from which you want to choose classes. Click “List Courses” button.
5. To add a class, click the ADD button beside the class listing. The added class will appear in the upper part of the screen.
6. To drop a class, click the DROP button beside the listing in the upper part of the screen.
7. To add a class from a different academic unit, click the button at the bottom of the listing “Select a different term code or department” and then select the desired term and department.
8. After achieving the desired schedule of classes, select “View Schedule” from the Registration down-down menu. If changes are needed, repeat the steps above, beginning with Step 3.

NOTE: You will be billed for all classes that are in your class schedule. This is the same as having your advisor add the classes. The deadline for preregistered students to pay or make arrangements to pay tuition, fees, and room and board is **Monday, January 4, 2010.**

NOTE: Lack of knowledge or incorrect interpretation of University policies and regulations does not remove the student from the obligation to satisfy all requirements for a degree or certificate. The student bears the ultimate responsibility for completing a degree or certificate program.

**** Spring classes begin on Wednesday, January 13, 2010 ****