

Registration Instructions

- Check WebAdvisor for updated schedule of classes -- <https://webad.usip.edu>
- Current 1st & 2nd year as well as COGS students need advisor's approval of Ed Plan on WebAdvisor
- WebAdvisor open through Friday, August 14 for Fall registration
- See below for scheduled registration Start Days by class
- Paper registration forms still used for special approvals such as missing pre-requisites or independent study
- Degree Audit available to help you plan your course choices

WEB FOR ALL

ALL USP STUDENTS MAY USE WEB REGISTRATION ! Current First and Second Year students, as well as COGS students, must have the approval of their Advisor through Ed Plan on WebAdvisor before registration will be processed. See the Academic Advising web site for U1/U2 Ed Plan instructions at: <http://www.usp.edu/advising/> THERE IS NO CHANGE TO THE PROCESS FOR THIRD YEAR AND ABOVE STUDENTS.

WEB TIME WINDOW

WebAdvisor will be open for registration requests beginning on assigned Start Days THROUGH the following end dates for each term: 09/SU-May 3; 09/S1-May 10; 09/S2-June 28; 09/FA-August 14.

Registration Start Dates

Registration start dates and times are posted at www.usp.edu/registrar.

Registration Location: Registrar's Office, 1st Floor, Whitecar Hall (Suite 1100)

Dates to Remember

April 27	-	Spring 2009 Final Exams Begin
April 29	-	Reading Day
May 1	-	Spring 2009 Semester Ends
May 4	-	Summer 2009 Session A begins
May 7	-	Spring 2009 Make-Up Exams
May 11	-	Summer 2009 Session 1 begins
May 20	-	Commencement
May 25	-	University Closed – Memorial Day
June 26	-	Summer 2009 Session 1 ends
June 29	-	Summer 2009 Session 2 begins
August 14	-	Summer 2009 Session 2 ends
August 24	-	Fall 2009 Drop/Add period begins
August 28	-	Summer 2009 Session A ends
August 31	-	Fall 2009 Semester begins
September 7	-	University Closed – Labor Day
September 11	-	Fall 2009 Drop/Add period ends

Dropping/Adding Courses

Dates: August 24 through September 11 **Time:** 9:00AM to **4:00PM**

Location: Online or Registrar's Office, 1st Floor, Whitecar Hall (Suite 1100)

NOTE: Graduate students should submit Drop/Add to COGS in GRI 100

All Changes Are Subject To Space Availability

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