

Registration Instructions

- Check WebAdvisor for updated schedule of classes -- <https://webad.usip.edu>
- Current 1st & 2nd year as well as Graduate students need advisor's approval of Ed Plan on WebAdvisor
- WebAdvisor open through Sunday, January 10, 2010 for Spring registration
- For scheduled registration Start Days and Times by class & ID number go to www.usp.edu/registrar
- 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 NOW USE WEB REGISTRATION! Current First and Second Year students, as well as Graduate 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/>

WEB TIME WINDOW

WebAdvisor will be open for registration requests beginning on assigned Start Day and Time THROUGH January 10, 2010. WebAdvisor will reopen for Drop/Add beginning January 13, 2010 and ends January 29, 2010.

Registration Dates

The Spring 2010 registration start dates will be spread out over a two week period. Your registration day and time will depend upon your class level and the last digit of your ID number. Go to www.usp.edu/registrar and click on the link "Registration Start Dates and Times" to see when your start date and start time will begin. After your registration time has begun you will have until January 10, 2010 to finalize your schedule. You will then be able to make changes during Drop/Add from January 13 to January 29.

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

* Grad Students should submit their forms to the College of Graduate Studies (COGS), GRI 100, or use WebAdvisor.

Dates to Remember

January 13-29	-	Drop/Add period
January 14	-	Fall 2009 make-up exams
January 18	-	Spring 2010 semester begins
March 19	-	Course withdrawal ("W") deadline
March 8-12	-	Spring Recess
March 15	-	Classes resume
March 25	-	Writing Proficiency Exam
Starting April 12	-	Fall 2010 registration
May 1 - May 7	-	Spring 2010 Final Exams
May 5	-	Reading Day
May 7	-	Spring 2010 semester ends
May 13	-	Spring 2010 make-up exams
May 26 1pm	-	Commencement

Dropping/Adding Courses

Dates: January 13 through January 29 **Time:** 9:00AM to **4:00PM**

Location: Registrar's Office, 1st Floor, Whitecar Hall (WH-1100)

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

Drop/Add forms if needed are available in the Registrar's Office or on the Registrar's Office website. All Drop/Add changes must be completed no later than January 29, 2010.

All Changes Are Subject To Space Availability

Published by the Registrar's Office

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