



## Student Course Registration Worksheet

(To be completed prior to your advisement appointment)

**IMPORTANT:** Complete this worksheet before your registration window opens. Note that all items underlined in blue font are hyperlinks to the Ramapo website.

Name: \_\_\_\_\_ R number: \_\_\_\_\_

Major(s): \_\_\_\_\_

Major concentration(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_

Certificate program (i.e. Teacher Education, Business Essentials): \_\_\_\_\_

Anticipated graduation date: \_\_\_\_\_

Scheduled meeting date/time with academic advisor (IF REQUIRED): \_\_\_\_\_

Academic advisor name: \_\_\_\_\_

Date/time of registration window opening: \_\_\_\_\_

**Complete the following before your course registration window opens:**

1. Check for holds on your web self-service account ([Immunization form](#), [Bursar](#), [Alert Me Now](#)).
2. Print and review your four-year plan and major/minor course minor requirements.
3. Print out your degree evaluation.
4. *Look up courses to add* and create a list of 8-10 courses you might take in the upcoming semester (See course registration worksheet in Appendix A). You may also consider using the weekly schedule grid (see Appendix B).
5. Check to make sure you have the prerequisites and other requirements for the courses selected.
6. Also note the following:
  - A. Interested in taking summer courses at a local community college or another institution? Be sure to let your advisor know and complete an [off campus study request form](#).
  - B. Do you want to use the [Repeat/Fail](#) option for a course you previously failed? If so, speak to your advisor about it.
  - C. Need to take more than 18 credits in a semester? Speak to your advisor about a [credit overload request form](#).
7. If you are ready, declare your major(s)/minor(s). Complete the [Registrar's major declaration form](#) and obtain the major/minor convener's signature (Note that ASB students have a school specific [ASB major declaration form](#)).



## Other Things to Do: Resources

\_\_\_\_ Understand the Ramapo curriculum: General Education, School Core, Major (concentration)

- 128 Credits to graduate.
- Minimum 2.0 cumulative GPA & minimum major GPA specific to your school.

\_\_\_\_ Refer to the academic calendar for important updates on registration and other issues.

\_\_\_\_ Utilize campus resources:

- [Bursar](#): Billing and payment
- [Cahill Center for Career Services](#): Career Services and info about grad school.
- [Center for Student Success](#): Orientation, testing, advisement.
- [Center for Reading and Writing](#): Assistance with writing.
- [Center for Health and Counseling Services](#): Free assistance in treating health issues and other problems facing students.
- [Financial Aid](#): Info regarding financial aid and loans.

**Be sure to check your Ramapo e-mail on a regular basis for important academic advisement updates.**

Please write down any questions about your major, specific courses, or anything else that you'd like to ask your advisor (use the back of this page if necessary).

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## Appendix B: Weekly Schedule Grid (optional)

**Instructions:** Complete the weekly schedule grid below by adding time for classes, studying, and on/off campus commitments (i.e. clubs, employment, family responsibilities, etc.).

**Note:** For every hour you spend in class, you should be allocating at least two hours outside of class for preparation (homework, studying for exams, paper writing, other assignments). If you are taking 16 credit hours, you should be allocating at least an additional 32 hours per week to study. That would be a total of 48 hours per week devoted to academics.

|          | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------|--------|--------|---------|-----------|----------|--------|----------|
| 8:00 am  |        |        |         |           |          |        |          |
| 9:00 am  |        |        |         |           |          |        |          |
| 10:00 am |        |        |         |           |          |        |          |
| 11:00 am |        |        |         |           |          |        |          |
| 12:00 pm |        |        |         |           |          |        |          |
| 1:00 pm  |        |        |         |           |          |        |          |
| 2:00 pm  |        |        |         |           |          |        |          |
| 3:00 pm  |        |        |         |           |          |        |          |
| 4:00 pm  |        |        |         |           |          |        |          |
| 5:00 pm  |        |        |         |           |          |        |          |
| 6:00 pm  |        |        |         |           |          |        |          |
| 7:00 pm  |        |        |         |           |          |        |          |
| 8:00 pm  |        |        |         |           |          |        |          |
| 9:00 pm  |        |        |         |           |          |        |          |
| 10:00 pm |        |        |         |           |          |        |          |