

SCHEDULE PLANNER WORKSHEET

Name: _____ ID number _____

Do not record your PIN on this form

Bring this completed form to your advising appointment

Write in the courses you wish to take below. Remember to include all labs, P.E., lectures and conference components, and 1-2 year-long classes in both semesters. If you find that a class is full or conflicts with another, have an alternate ready.

Use this completed form when you register for classes on SOLAR.

FALL SEMESTER

| <i>Course Title</i> | <i>Subject</i> | <i>Number</i> | <i>Section</i> | <i>Units</i> | <i>Days</i> | <i>Time</i> |
|----------------------------|----------------|---------------|----------------|--------------|-------------|-------------|
| Introduction to Humanities | HUM | 110 | | 1.5 | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

SPRING SEMESTER

| <i>Course Title</i> | <i>Subject</i> | <i>Number</i> | <i>Section</i> | <i>Units</i> | <i>Days</i> | <i>Time</i> |
|----------------------------|----------------|---------------|----------------|--------------|-------------|-------------|
| Introduction to Humanities | HUM | 110 | | 1.5 | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

*** See more helpful instructions on the reverse side of this form. ***

Office of the Registrar

REGISTRATION INSTRUCTIONS

1. View the most up-to-date version of the web-based, searchable **Schedule of Classes** at class-schedule.reed.edu.
2. Meet with your **advisor** at your appointed time to discuss the curriculum and classes for the fall and spring semesters.
3. Get your personal identification number (**PIN**) for registration from your advisor.
4. Record your course selections on this **Registration Schedule Planner** before you register for classes. Be sure to include labs, conferences and lectures for courses with multiple sections (e.g. sciences, humanities).
5. Log on to the web-based registration system, **SOLAR** at solar.reed.edu when it opens for “First Choice.”
6. The registration system re-opens for all remaining registration.
7. Registration closes in late August. Classes with multiple sections (e.g. HUM 110, first year science and language courses) may be balanced to distribute enrollments evenly. As a result of balancing **you may find that a conference or lab you originally selected has changed but the course is the same.**
8. Over the weekend, before the semester begins, check **your final schedule** in **IRIS** at iris.reed.edu.
9. **Add/Drop** begins on the first day of classes. Adding requires a Permission Override from the instructor. Instructors set overrides in IRIS, allowing you to add the course, lab or section in SOLAR. The add period takes place during the first two weeks of the semester.
10. Refer to the [Academic Calendar](#) for more important dates.