SCHEDULE PLANNER WORKSHEET

Name: _____ ID number _____

Bring this completed form to your advising appointment and when you register on SOLAR

Write in the courses you wish to take below. Remember to include all labs, lectures, PE courses and conference components, and record year-long classes in both semesters. Be sure to have a second choice ready if you find that a class is full or conflicts with another when you are registering. In exceptional cases, you can ask an instructor to enter a prerequisite or time conflict override that will allow you to register for the course on SOLAR.

FALL SEMESTER

Course Title	Subject	Number	Section	Units	Days	Time
Introduction to Humanities	HUM	110		1.5		
1st choice						

SPRING SEMESTER

Course Title	Subject	Number	Section	Units	Days	Time
Introduction to Humanities	HUM	110		1.5		
1st choice						

***   See more helpful instructions on the second page 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." Select one 1st choice course for both fall and spring.

6. After "First Choice" the registration system opens for all remaining registration in fall & spring. You should register for 3.5 units in each semester.

7. Registration closes at 5pm. 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, review **your schedule** in **IRIS** at iris.reed.edu. If you are on a waitlist, you are not in the course and must ADD the course once the semester begins.

9. **Add/Drop** begins on the first day of classes. Adding requires an ADD PERIOD Override set by the instructor. If the instructor sets an override, this allows you to add the course, lab or section on SOLAR. The add period takes place during the first two weeks of the semester only.

10. Refer to the Academic Calendar for more important dates.