



INSTRUCTIONS FOR ONLINE REGISTRATION SUMMER 2016

REGISTRATION DATES

- Students will register for their classes on the day that they attend Orientation Part I: June 14, 15, or 16.
- Students who do not attend Orientation Part I can register for their courses beginning on **Friday, June 17**.
- The Registrar's Office has reserved a specific number of seats in each class for each day of Orientation Part I including Friday, June 17 (the registration day for students who do not attend). This will ensure that students who attend on the first day do not have greater access to classes than students who register for their classes on another day.

THE CORE CURRICULUM

Information on the Core Curriculum can be found online at:

<http://www.anselm.edu/Academics/Academic-Core.htm>

NAVIGATING TO COURSE SELECTION SECTION OF THE SAINT ANSELM COLLEGE PORTAL

- Log on to the Saint Anselm College Portal: <https://myanselm.anselm.edu/ics>
- Click on the following tabs:
 - Students
 - Registration and Course Schedules (scroll down slightly)
 - Add/Drop Courses
 - Change the term to FA 2016
 - Add Course by Code
 - You will see six numbered boxes. You will enter your courses into these boxes.
- First semester first year students are allowed to register for a maximum of 16 credits. Typically, this would be registering for 4 courses at 4 credits each.
- Documents to keep handy while registering for courses:

- *2016-2017 Course Sequence By Major*, which lists the courses students should take according to their chosen major.
 - Depending upon the major, students are either advised to take a course that fulfills any core learning outcome or a specific core learning outcome.
 - If a specific core outcome is listed, then the student should select a course listed as fulfilling that outcome.
 - For example, if “Aesthetic and Creative Engagement” is listed, the student should choose among the courses that fulfill that outcome.
 - If “Core” is listed, then the student can choose among any of the core outcomes and select a course that fulfills it.
- *Core Checklist*
 - This document lists the Core Curriculum requirements
- *Core Course Designations*
 - This document lists the courses that fulfill Core Learning Outcomes. Note: this is a list of *all* of the courses approved to fulfill core outcomes. Not all courses are offered each semester or each year.
- Please search the course offerings on the Portal or the Course Schedule PDF provided by the Registrar's Office for a listing of courses offered in the Fall 2016.
 - *FA 2016 Course Schedule*
 - *FA 2016 Native Speaker Sections*
- IMPORTANT THINGS TO REMEMBER:
 - Be patient and wait for the next screen to appear
 - DO NOT CLICK THE “BACK” BUTTON!
 - When adding a class, the system may tell you it conflicts with another class. Do not click “Swap”
 - When registering for a class, click on ADD BY COURSE CODE
 - Type in Course Code (you can search the Portal for this or use the FA 2016 Course Schedule PDF in the Orientation Part I information section)
 - Use DROP DOWN
 - Click ADD COURSE
 - Add courses one by one by clicking on ADD COURSE after each selection, rather than trying to enter all courses at once
 - If the Portal says there are no seats available, that means the class is full. So click OK and do not click BACK.
 - If the Portal says there are no seats available but there are still seats listed as open it means those are reserved for students in the major
 - Add your courses for your Major first given that there are limited seats.
- Register for both CONVERSATIO (HUMANITIES) Lecture (HL 103) and CONVERSATIO Seminar (HU 103). Students must choose a seminar section that corresponds with the lecture section they have chosen – that is, if a student chooses HL 103 A, they must choose a seminar section beginning with the letter A. The second letter

represents a different class section. Students should add these concurrently, lecture in Box 1, seminar in Box 2.

- ENGLISH (EN 105): Freshman English is EN 105, not EN 106.
- LANGUAGE – MODERN AND CLASSICAL
 - Modern Languages: Chinese, French, Spanish, German, or Russian
 - The college graduation requirement is proficiency through the 200 level or above.
 - Your placement exam score will determine which class level you should enroll in.
 - Your class level will be your score.
 - You will also need to select a native speaker session. Please refer to the document *FA2016 Native Speaker Sections*.
 - Classical Language: Latin and Greek
 - The college graduation requirement is proficiency through Intermediate I
 - There is no placement exam. The department chairperson reviews placement for Latin and Greek beyond Elementary.
 - There is no native speaker component to a classical language.
- CORE OUTCOME/COURSE: Please refer to the *Core Checklist* and *Core Course Designations* documents for a list of the core outcomes and the courses that fulfill core outcomes, respectively.
- SCIENCE MAJORS (if you are taking a science in the first semester): Add the science class and its lab at the same time by entering the science course into Box 1 and the Lab into Box 2.
 - Lab course are marked by the letter “L” with the second letter determined by the specific science (i.e., LC is Chemistry lab, LB is Biology lab, LP is Physics lab).
 - Note: Students enrolling in CH 130 must take the Math Placement Exam.

For the most accurate and up to date information on course selections and availability, students should refer to the Portal.