

Student Registration Checklist

You should...

- 1** Speak with your advisor.
- 2** Carefully select your courses.
Keep in mind that you may need alternates. Use the online Schedule of Courses (www.lclark.edu/dept/gradreg/offerings.html)
- 3** Check to make sure that you have access to WebAdvisor and a correct password. WebAdvisor is located at <https://webadvisor.lclark.edu>. This is especially important if your computer is located off-campus.
- 4** Clear your account with the Cashier's office.
- 5** Make sure that you have been officially admitted to the Graduate School. This should be done before you have completed nine semester hours.
- 6** Make sure the prerequisites for each course have been met. Prerequisite information is available online by linking on the section name and title in WebAdvisor and in the College Catalog.
- 7** Check to see if any courses you are selecting require instructor permission. You will need to contact your Academic Department and ask for permission to register.

If you don't...

- ⇒ You may not select the appropriate courses to meet your specific objectives.
- ⇒ Your registration process may take longer than necessary.
- ⇒ You run the risk of not being able to log in to WebAdvisor to register for classes. If you have a problem accessing your record, contact the Registrar's office at (503) 768-6030 or gradreg@lclark.edu.
- ⇒ The Cashier's office will place a hold on your account, preventing you from registering. To clear your account, contact (503) 768-7829 or cashiers@lclark.edu.
- ⇒ You will not be able to register and will need to contact the Admissions Office at (503) 768-6200 or gseadmit@lclark.edu.
- ⇒ You will not be able to register for the course, unless the prerequisite can be met by transfer credit, or the instructor gives you permission to register (see below).
- ⇒ You will not be able to register for the course until your Academic Department grants permission for you to register.

Prerequisite information

If you are meeting prerequisites by substituting transfer credit obtained from another college, you should ⇒ ensure that an official transcript from the other institution is on file in the Registrar's office and has been reviewed by an Academic Advisor.

To get instructor approval to waive or substitute a prerequisite, you should ⇒ complete a "Waive/Substitution of Prerequisite" form* and submit it to your academic department before your scheduled day of registration.

To get instructor consent, you should ⇒ complete an "Instructor Consent" form* and submit it to your academic department before your scheduled day of registration.

Registering for Independent Study and Practicums

You cannot register online for an independent study course. To register, you should submit a completed Independent Study form* to your Academic Department. You can submit these forms any time through the beginning of term.

*Forms are available in the Registrar's office or online at <http://www.lclark.edu/dept/gradreg/forms.html>