SCHEDULING TO DO LIST

FIND A DATE...to register

Find your current class standing and registration date in MAVzone under Student Academics tab→Registration Tools→Registration Status (View holds here too!)

- Your registration starts on this date, but you can register at any time after that date
- Fall and summer registration begins in March—summer and fall are separate semesters
- Spring & J-term registration begins in October—J-term and spring count as the same semester

ADD IT UP—How many credits do you need?

Find out how many hours you need

- **15-16 credit hours per semester** are needed to graduate on a 4-year track
- **12 credit hours** a semester is considered full time for Resident Life & Financial Aid purposes
- **How many hours did you take last semester?** Did you earn enough hours last semester? What is the total you need for the year? Do you need to make credits up? Do you need to adjust your aid?

COURSES—Find out what to take

Find out what you still need to take

- Get a copy of your Program Sheet and the General Education list from MAVzone: go to Academic Publications under the Student Academics tab
- Program Sheets are also at coloradomesa.edu→Academics→Academic Programs
- View your transcripts on MAVzone and fill in your Program Sheet

BUILD A SCHEDULE

Select major classes first

- Use the guide on your Program Sheet to find out when you should be taking major courses
- Fill holes in schedule with Gen. Ed., lower-division and/or elective or minor requirements
- Get a catalog from the Advising Center, Registrar’s Office or online at coloradomesa.edu/catalog
- Use the catalog to look-up course descriptions and other academic information

STAY ON TRACK—See your advisor to stay on track to graduate on time

Declare a major by your sophomore year to avoid getting off track

- Contact the Academic Department to declare your major and be assigned a faculty advisor
- Meet with an advisor each semester before registering
- They can give you the “inside scoop” on when courses are offered
- They can also keep you informed of travel, internship and other opportunities beyond the classroom

REGISTER...here, there, or anywhere

Take care of holds before registration dates for the best chance of getting your first pick of your courses

- View your holds under Registration Status on the Student Academics tab in MAVzone
- Register in MAVzone or in the Registrar’s Office
- Undecided students and Provisional Baccalaureate students must make an appointment with an academic advisor prior to registration or for registration (registration appointments are limited) 970-248-1177