

[Priority Registration](#) for Fall 2021 begins Monday, April 5 at 8:30 a.m.

The schedule:

Seniors, Juniors and Sophomores register the first week
First-year and professional students register the second week

The process:

Reach out to your advisees who have not yet requested review
Share your office hours with advisees and be available for virtual meetings
Use the advising notes functionality in Self-Service to document your discussions with advisees about their plans
Review student plans that have been submitted
When you are ready to approve, archive the plan, make any final notes in Self-Service and click Advisement Complete. Students will automatically receive an email when you have done this

[New process for internships](#): If you have students who are planning to complete an internship in the fall, please have them register for an internship placeholder

- The Internship placeholder for each college starts with INTPLHL
- Students should select the section that coordinates with their college

Important Reminders:

Go back and review your advisees' schedules a few days after their registration day and time to ensure that they have registered for the courses you discussed

Full-time students should be registered by the end of Priority Registration for a minimum of 12-credits; students typically need to take a minimum of 15-credits each semester to graduate in four years

If you have students who are waitlisted for courses, please contact them and discuss their best options, particularly if they are not at 12 credits

- About 1/3 of undergraduate students enroll in a section from the waitlist
- In the past we have had students not registered for enough coursework to stay on track to graduate because of unrealistic expectations