University of Memphis

Advising and Planning Registration Worksheet

Name: _____ U-Number: U _____ Term/Year: _____

College Advising Location: _____ Major Program: _____

Degree-seeking students are responsible for ensuring that the courses selected at registration will fulfill degree requirements. Before registration read your catalog and discuss the courses you plan to take with your academic advisor. **Registering for courses without the necessary co-requisites or prerequisites may result in your being withdrawn from the courses.**

APPROVED COURSES

CRN	Status OK Full Restricted	Subject Area & Course #	Section #	Hr Cr	Days	Times (from - to)	Building & Room

APPROVED ALTERNATE COURSE SELECTION

Spectrum Student Self Service: Login at http://spectrum.memphis.edu/ **HelpLine: (901) 678-2810**

REGISTRATION CANCELLATION POLICY: **NO PAYMENT = NO CLASSES**
Your registration/courses are subject to cancellation, and a $100 Late Payment Fee will be assessed if you do not satisfy the semester's fee payment requirements by the appropriate deadline (visit this Bursar page: **http://bf.memphis.edu/finance/bursar/FEE.php**). If you register and decide not to attend, you MUST withdraw from all classes prior to the first day of classes to ensure that you will not owe fees and receive "F" grades. Do not wait for the University to cancel your registration. You are responsible for your own enrollment status.

_____ **Transfer Credit Request Form Required from Admissions – 101 Wilder Tower**

Advisor's Notes:

_____ _____ _____

Advisor's Signature **Date** **Student's Signature**

PRIOR TO REGISTRATION:

- **CLEAR REGISTRATION HOLDS** – Check Student Self Service for holds prior to your registration time.
- **OBTAIN RESTRICTED COURSE PERMITS** – Academic departments must enter these electronically. Logon to Student Self Service to register for these courses after the permits are approved.
- **OBTAIN COURSE OVERLOAD PERMISSION** – Dean's office must enter your course overload approval electronically.