

FAQs: Registration and Advising

This is a set of FAQs with links to key resources to facilitate decision-making and advising given our remote locations this semester. It is intended as a quick resource and is not a comprehensive set of policies. **Advisers assist students in making decisions and understanding policies. Each student is ultimately responsible for ensuring they are taking the correct courses and progressing toward graduation according to their desired timeline. It is crucial that students rely not just on advisers, but educate themselves using the *University Catalog*: <http://catalog.xula.edu/>**

GENERAL INFO

How do I get to Banner and other resources?

From xula.edu at the top center click on **MYXULA**. Login using the username and password you use for Brightspace. From there you can get to Banner, EAB, webmail, Brightspace, degreeworks, and anything else XULA-related requiring a password. Sign on once and leave the tab open and you will not have to re-enter your credentials each time you use a different function (if it does not load, clear your browser history and cookies). Most functions are also available from the xula.edu homepage on the right hand side's menu under "online resources" but you will do extra logging on.

Do I need a minor?

Every Xavier students needs either a minor (usually 18 hours), a double concentration, or a double major. Students should work with the department(s) they are minoring/double majoring/concentrating in for advising for that portion of their academic program. Different minors and double concentrations have different requirements that can be found in the *University Catalog* section on Programs. Scroll to the bottom section called "non degree programs":

<http://catalog.xula.edu/content.php?catoid=30&navoid=1585>

Planning early increases a student's ability to double major, double minor, or get choice courses in a minor. Generally, minors are 18 hours and often courses need to be spread out or are not offering every semester (or at all in summer), so it is recommended that work on a minor begin at least in the Junior year. Double majors require significant planning, so the earlier that happens the better. Double concentrations work well if: students have multiple interests but cannot complete two minors; students have limited time to finish a minor and have a few classes in another area that could be a second concentration; or, students wishing to complement their sociology program with pre-medical or other pre-requisites.

How do I change my major/ declare a minor / declare a double concentration?

Go to the [Registrar's Website](#) in the MYXULA portal. At the bottom of the page on the left click on "documents" and you'll see a list of forms. The forms set up as fillable pdfs. The second has a list of department heads and their email addresses. Follow the directions about who to email the form to once it is filled out. Cc your adviser in the email to keep them abreast of your plans!

Can I use Degreeworks to figure out what I need or when I can graduate?

Yes and no. Degreeworks is a useful tool, but it can have a lot of errors and often "misplaces" courses. It is a good starting point but use it in conjunction with your academic data sheet, the catalog, your Banner transcript, and conversations with your adviser.

PREPARING FOR REGISTRATION

How do I figure out what to take?

1. Start with your **Curriculum Worksheet**. Blank copies are available from the MYXULA Sociology page, under Important Documents. The sheet shows what CORE and MAJOR courses you need, as well as space for your minor.
2. Review COURSE OFFERINGS in Banner https://webban.xula.edu:4443/pls/xavier/bwckschd.p_disp_dyn_sched

As you make your selections, note the CRN, course number, title, time and days so you can refer back to it. Choose a few back-ups in case your top choices are not available.

You do not have to take courses in order unless they have prerequisites. If you click on the course title in the COURSE OFFERINGS it takes you to a page that shows how many seats are left and if there are prerequisites, they are listed at the bottom.

To learn more about requirements for **minors**, go to the University Catalog section on Programs and Scroll to the bottom section called “non degree programs”: <http://catalog.xula.edu/content.php?catoid=30&navoid=1585>

To learn more about what you can take for **CORE** requirements, consult the external link from MYXULA: <http://webusers.xula.edu/aedwards/core/index.html>

3. Discuss your selections with your adviser!

How do I get advising?

Normally students visit faculty for one-on-one conferences. Given our displacement, different advisers are setting up different systems. If you are not sure how to get advising, email your adviser and ask about the process. If you are not sure who your adviser is, check the SSC Navigate app or the EAB button on the MYXULA landing page. You can also email Ms. Houston and ask: ehouston@xula.edu

How many credit hours should I register for in a semester?

The limit is 18. You need at least 12 to be a full time student. Between these outer limits depends on how many you need to keep pace with your target graduation date, how challenging the mix of courses you are taking are, whether you'll be working, your historical performance, etc. Discuss this with your adviser. Note that although you only have a few days after school begins to add classes, you have TWO WEEKS once the semester starts to drop a class without taking a W; therefore, it's not a bad idea to register for an extra class and then drop one (as long as you remember to do that!). Students on probation are limited to 12 or 15 hours. Students wishing to go beyond the limit need special permission (from the department head or dean, depending on the circumstances).

REGISTERING FOR CLASSES

What do I need to do before registering?

There are several things you should do well before before you register:

1. Check “Student Records” in Banner for HOLDS that could prevent you from registering and clear those up with the appropriate office.
2. Choose classes
3. Consult with your adviser (and get Alternate PIN if necessary) to discuss choices
4. Have a list of all necessary info ready: PIN, CRNS, alternate choices.
5. Set a reminder for when you want to register (earlier the better)

How do I get my Alternate Pin?

You only need an Alternate Pin if you are classified as a Freshman or are on Academic Probation. Your adviser will give you the PIN after you complete the advising process. If you are on Academic Probation be sure to get your Clearance from SASO before asking adviser for your PIN.

When do I register?

Registration begins with graduate students, then seniors, and then juniors. Look for messages from the Registrar's Office telling you when you may begin. The later you wait the harder it will be to get your desired courses. Usually registration closes and then reopens again for adjustments. You may register for summer and fall during the Spring registration period.

How do I register for classes?

Once you are eligible to register, go to Banner, select “student”, then “register” and follow the prompts. You will need the CRNs and if a freshman, your alternate PIN. You may not be able to register if you have holds; from the STUDENT RECORDS screen in Banner you may “view holds” to determine what the problem is.

Am I stuck with what I register for?

Not necessarily. You must register now, but you can make adjustments if you see seats open up in desired courses or change your mind. If you need a PIN, keep it handy so you can make those changes.

What is an override and how do I get one?

An override is required when Banner will not let you register for a course on your own (with your PIN, if required). This may be due to the course being full, you lacking a pre-requisite, or just a glitch.

- Overrides are granted by and at the discretion of the Department Head of the department in which the course is offered. If it is a SOCI course that is Dr. Bellone-Hite. Otherwise, you must email the department head of the discipline.
- Since this is a courtesy, be polite, include your name and 900 number and the reason you need it.
- If granted, the department head needs to manually enroll you in the course. Before requesting an override, make sure you have enough space credit-wise and the time slot open!! If you want to keep a course on your schedule in case the override is not granted, in your email request let the department head know you would like them to delete a SPECIFIC course if they can process your override (be specific about which course you want them to drop to make room!).
- Keep in mind that your request cannot always be accommodated; it is just a request. Sometimes department heads do not want to add extra students to classes this early in the semester and ask you to check back closer to August.

SUMMER SCHOOL

When is summer school?

Dates and more can be found at: <https://www.xula.edu/summercourses>

How much is summer school?

Scroll down for rates: <https://www.xula.edu/summercourses>

How many summer classes can I take?

Normally the limit is 7 hours per session, but full details are in the University Catalog: Academic Information → See summer school and Overloads sections. (<http://catalog.xula.edu/content.php?catoid=30&navoid=1565&hl=summer&returnto=search#transfer-of-credits-for-current-students>)

Can I take summer classes at another school besides Xavier?

If you are not on probation and will be classified as a sophomore for summer, you may petition *ahead of time* to take courses at a different institution. You will need the information about what you want to take and where, then signatures from your adviser and the head of the department the course would be counted in. It is very important to do this ahead of time; otherwise you might take a course and Xavier won't accept it as TR credit. Courses taken elsewhere get the same credit but the grade is TR *if you earn a C or better (not a C-)*. There is a of 9 hours in an academic year. Here is a link to the form: <https://my.xula.edu/registrar/Documents/Request%20to%20Pursue%20Courses%20at%20Another%20Institution.pdf> To get to it go to myxula → administrative offices → registrar → documents at bottom → form is in the list of forms.

For full details about these policies, go the University Catalog → Academic Information → Transfer at top right of page (<http://catalog.xula.edu/content.php?catoid=30&navoid=1565&hl=summer&returnto=search#transfer-of-credits-for-current-students>)