Dear JKSIS graduate students:

**Winter quarter 2020 registration for graduate students begins in 2 ½ weeks (Monday, October 21st)!** Please visit our Portfolio page for details on registration and course schedules.

Please remember that your designated academic advisor is your respective degree/certificate director. If you require academic advising, we strongly recommend that you reach out to those individuals prior to the start of registration. For process questions and/or guidance regarding graduate policies and procedures, we are always happy to help and/or point you in the right direction.

To this end, Debbie Gaylinn in the Office of Academic and Student Affairs (Sie 2030), is available for advising by appointment Mondays through Thursdays, and Fridays by phone appointment. Please reply to this email to make an appointment, or stop by during weekly walk-in hours on Tuesdays, between 11:00 am and 1:00 pm.

Additionally, in order to ensure a smooth and effective registration process, it is essential for each student to plan proactively. We hope the information and resources outlined below will help you to plan for and navigate this process successfully:

**IMPORTANT PRE-REGISTRATION REMINDERS AND RESOURCES**

1. **Verify your registration time assignment:**
   a. Find your time assignment and registration status by logging in to PioneerWeb > “Student” tab > “Registration” link in the “Advising and Registration Tools” section > “Prepare for Registration” > select the relevant term/year from the drop down menu.
   b. The Office of the Registrar is responsible for generating registration time assignments.

2. **Check for holds on your account now:** Make sure that you have no holds on your account so that you can register without issue. Students with active holds are not permitted to register or be added to waitlists, so please resolve any active holds immediately.
   a. Holds will all be listed in the “Prepare for Registration” section, along with your registration time (see above).

3. **How to build registration plans in advance:** PioneerWeb offers an excellent “Plan Ahead” function for building registration plans in advance of your time assignment. Click here to learn more about how to build registration plans.

4. **When to register for classes:** Students are eligible to register at or after their designated registration time assignment, but not before. Students that fail to register prior to the first day of the quarter (January 6th) will be assessed a late registration fee.
   a. Additional academic year 2019-2020 registration and billing deadlines can be found on the Office of the Registrar’s website.

5. **How to register for classes:** Instructions regarding how to register for classes can be found on the Office of the Registrar’s website.

6. **Online waitlists procedure:** Any student that wishes to be placed on a waitlist for a graduate JKSIS course MUST do so online, following official DU guidelines. Online waitlists become available only once a course has reached capacity, and eligible students may add their names to a waitlist during Web registration only after attempting to register for a closed course.
For your reference and advance planning purposes, we have posted a “Registration and Automated Waitlist FAQs” document on the Registration and Academic Advising tab on our Portfolio Community site.

7. **Taking coursework outside of JKSIS:** Unless you are formally pursuing a joint certificate program, registering for courses in other departments/units requires explicit permission from the department/unit in question, as well as from your degree director. Please review the details outlined in the “Registration” section of the Master’s Handbook posted on the ISSTA Portfolio Community site. Remember, courses MUST be graduate level to count toward degree requirements and students are limited to a maximum of three courses (i.e. up to 15 credits for students that matriculated prior to Fall Quarter 2017; up to 12 credits for students that matriculate in or after Fall Quarter 2017) outside of JKSIS.

8. **Winter 2020 dates:** courses will begin on Monday, January 6th and will end on Monday, March 16th, 2019. The final exam period will be held from March 17 - 20.

Thanks in advance for your cooperation and partnership during one of our busiest time of the quarter. Please feel free to contact us (issta@du.edu) if you have questions or concerns that have not already been addressed in this message.

Thanks,
Debbie

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