FORWARDED ON BEHALF OF THE DIRECTOR OF GRADUATE STUDENT AFFAIRS

Dear JKSIS graduate students:

This is a friendly reminder that registration for Spring Quarter 2016 will open on Monday, 02/15/16.

For your reference, the most up-to-date schedule is posted on the “Course Schedules & Descriptions” tab on our Portfolio Community (http://portfolio.du.edu/issta) for your review.

Please remember that your designated academic advisor is your respective degree/certificate director. If you require academic advising, we strongly recommended 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, Deana Ahmad, Director of Graduate Student Affairs, is hosting two pre-registration Q & A sessions, which you are welcome to attend:

- Thursday, 02/04/16 at 12:30 pm – BMC 309
- Friday, 02/12/16 at 1:00 pm – BMC 309

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:** It is your responsibility to verify your registration status and check your designated registration time assignment online (we cannot access this information for you).
   a. The Office of the Registrar is responsible for generating registration time assignments. Find your time assignment and registration status by logging in to PioneerWeb > click the “Student” tab > click the “Registration” link in the “Advising and Registration Tools” section > and click the “Prepare for Registration” link > select the relevant term/year from the drop down menu.

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. To check for holds, log in to PioneerWeb > click the “Student” tab > click the “Registration” link in the “Advising and Registration Tools” section > and click the “Prepare for Registration” link > select the relevant term/year from the drop down menu.

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. The last day to register without approval for Spring Quarter 2016 is March 27, 2016. Students that fail to register prior to the first day of the quarter will be assessed a late registration fee.

   a. Additional AY 2015-2016 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. **New online waitlists procedure:** Effective this registration cycle, we are adopting DU’s automated waitlist procedure. Any student that wishes to be placed on a waitlist for a graduate JKSIS course offered in Spring Quarter 2015 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. Step-by-step instructions can be found here.

   For your reference, we have posted a “New Waitlist Process: Letter to Students + FAQs” on the Registration and Academic Advising tab on our Portfolio Community site, which is accessible 24/7.

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 AY 2015-2016 MA 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 15 credits outside of JKSIS.

8. **Spring Quarter 2016 dates:** courses will begin on Monday, March 21, 2016 and will end on Friday, May 27, 2016. The final exam period will be held from May 28 to June 02, 2016.

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.

Best regards,

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