Welcome to the Josef Korbel School of International Studies! We hope this document will help you navigate the process of course registration for the upcoming term.

1. Log into PioneerWeb using your DU ID number and Passcode.

2. Click on the “Student” tab (the tab will be highlighted when active) > click on “Registration.”

3. Click on “Register for Classes.”
4. You will be prompted for the term (e.g. Spring Quarter 2016). Please select the relevant term from the drop down menu and then click on the “Continue” button after the correct selection has been made.

5. From the “Register for Classes” screen, you may search for classes in the “Find Classes” tab using several criteria. Basic search criteria include:
   - Subject Code (e.g. INTS for International Studies);
   - Course Number;
   - Course Title or portions of titles;
   - Level (e.g. graduate). Note: 4000-level INTS courses are open to graduate students, while INTS 1000 to 3000-level courses are reserved exclusively for undergraduates.
   - College (e.g. International Studies).
Click the “Search” button after you finish entering your search criteria.

6. Once you find the section of the course you want to take, click the “Add” button. You will notice that it has been placed in the Calendar View and in the Summary View. Since it has not been submitted, the course will be shaded.

7. Once you submit your registration request, the course in the Calendar View and in the Summary View will change to green. You will notice that the status in the Summary View will state “Registered.” Confirmations and/or problems are noted in the message area at the top of the screen.
OTHER ESSENTIAL INFORMATION

Course Planning and Preparation:

For planning purposes, course schedules and the AY 2015-16 MA Handbook are available on our Portfolio Community site for your review.

Waitlists:

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 our Portfolio Community site, which is accessible 24/7.
Note: if you do not get in to all the courses you hoped for this time around, please remain calm. Indeed, there will be many opportunities during the course of your studies to adjust and ensure you are on track for graduation.

Holds:

Make sure that you have no holds on your account so that you can register at the designated time. You should check for holds now. Holds can be checked at any time by logging on to PioneerWeb. Click the myWeb tab > click on Student tab > select Student Records > click on the View Holds link.

Advising Questions:

- Please direct course questions and academic advising meeting requests to your degree and/or certificate director.
- Please direct questions regarding policies and procedures to issta@du.edu.
- Please direct questions regarding technical registration assistance to registrar@du.edu.

Important Dates & Timelines:

Lastly, please be aware of all Spring Quarter 2016 registration dates and deadlines as established by the Office of the Registrar.

**Spring Quarter 2016:**

- March 18, 2016: New Student Registration opens
- March 20, 2016: Last Day to Register without Late Fee
- March 21, 2016: $25 Late Registration Fee: First Time Registrants
- March 21, 2016: First day of classes
- March 22, 2016: $50 Late Registration Fee: First Time Registrants
- March 27, 2016: Last Day to register online without Approval. Last Day for $50 Late Registration Fee. Last Day for 100% Refund for Dropped Classes. Last Day Dropped Classes Deleted from Record.
- March 28, 2016: First Day W Assigned to Record for Dropped Classes. $100 Late Registration Fee Begins. 75% Refund Period Begins for Dropped Classes. Instructor Approval Required to Add Classes

Please visit this link for a complete list of AY 2015-2016 Registration and Billing Deadlines.