

Undergraduate Advising and Registration Worksheet

Please read carefully. Complete this worksheet to the best of your ability before your advising appointment, and then bring two copies to your advising meeting. Note: Ultimately you – the degree seeking student - are responsible for ensuring that the courses selected will fulfill degree requirements. So reread your catalog before discussing the courses you plan to take with your academic advisor. Also note: Registering for courses without the necessary co-requisites or pre-requisites may result in your being withdrawn from the courses.

Date: ____ - ____ - ____ Classification Fr So Jr Sr
 Name: First _____ MI ____ Last _____ UID Number _____
 Advisor _____ Major: _____ Concentration _____

Approved Courses

Subject Area & Course #	Section #	Credit Hrs.	Repeated Course	CRN #	Permit Rqd.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Approved Alternate Courses

Subject Area & Course #	Section #	Credit Hrs.	Repeated Course	CRN #	Permit Rqd.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Student Responsibility Statement:

Students accept both fee and grade liability at the time of registration. To cancel registration, a student must withdraw before the first day of classes for the session in which the courses are offered to prevent academic record of financial responsibility. The University does not assume responsibility of canceling registrations for non- attendance or non-payment.

 Advisor's Signature Date Student's Signature Date

My Memphis Portal: <http://my.memphis.edu> Registration Help line: (901) 678-2810

Check List For Registration – You are responsible for reading this!

- ___ Have you cleared Registration Holds?...Check myMemphis prior to your registration time for holds.
- ___ Do you need to obtain Restricted Course Permits? ...The academic department must enter your restricted course permits electronically. **Students must logon to myMemphis to register for these courses after permits are approved.**
- ___ Do you need to obtain Course Overload Permission... The Dean's office must enter your course overload approval electronically. (Scates 107)
- ___ Have you checked to see if there are any pre-requisites/co-requisites for these classes?
- ___ Do you have a minor or a second major? Have you met with an advisor from this other department?
- ___ Have you completed General Education requirements? B.A. and B.S. degree sheets are available online at <http://www.memphis.edu/cas/undergrad.htm>