

# Fall Registration FAQs

## Q: What should I do to prepare for registration?

**A:** It is a good idea to start by making an appointment with your faculty advisor to review your academic goals for your time at Rollins. You and your advisor will discuss your schedule and goals for the future virtually via WebEx or on the phone. The advisor hold on your registration will not be lifted unless you have consulted with your academic advisor. It will also be helpful to familiarize yourself with the course offerings in the [Schedule of Classes](#) and to do a bit of [planning](#) ahead of your time ticket opening. Degree Works (found in FoxLink) is also an excellent resource to assist you in selecting courses that will progress you toward graduation.

## Q: Will registration priorities change?

**A:** Yes. In order for the Registrar's Office to best serve students, we will be restricting the number of students who can access the registration system at a time and will cycle students throughout each registration day based on the first letter of each student's last name. The CLA [registration priority schedule](#) can be found here. The Holt [registration priority schedule](#) can be found here.

## Q: How do we contact the registrar if we need assistance?

**A:** The Registrar's Office will be available to serve students via phone, email and WebEx, but walk-in services are not available. Students who need assistance should file a [Registration Help Request](#) to set up a WebEx with a Registrar's Office staff member or to receive a call or email response. Assistance will be provided in the order forms are received

## Q: What if I have a time zone issue with my registration time?

**A:** Students with time zone issues can send their registration choices to [registrar@rollins.edu](mailto:registrar@rollins.edu) and we will process your registration when your registration time opens. Please make sure your registration holds have been cleared (advisor and financial). Also, be sure to include back-up courses and be aware that some courses may not be available, in which case you will be added to the waitlist if a course is full.

## Q: How will waitlisting work?

**A:** Waitlisting will work as it has in past semesters. When a course reaches capacity, students will have the option to add themselves to the course waitlist. Students are typically added and removed from the waitlist in the order in which they register. Waitlist FAQs are available [here](#) under the Waitlist FAQs tab.

## Q: How many credits can I register for in the fall?

**A:** **CLA students will be allowed to register for a maximum of 22 credits** and Holt UG students 16 credits during the initial registration period. Once all students have had the opportunity to register, maximum credits for CLA students will increase to 24, and Holt UG students will remain at 16. CLA and Holt UG students who wish to register for more than their allowed maximum credits must file a [course overload](#) form with the Registrar's Office. Students are expected to discuss overloading with their academic advisor either by phone, email or WebEx. Approved forms will be sent back to the student and advisor once the form has been processed; however, advisors have up to two business days to notify the registrar if they disapprove.

**Q: What if I need to have a prerequisite waived or need instructor consent?**

**A:** Students should complete an [Instructor Consent Request form](#). The form will then be automatically emailed to the instructor of the course for review. If approved, the instructor should then forward the form to [registrar@rollins.edu](mailto:registrar@rollins.edu) for processing.

**Q: Should I register for Maymester?**

**A:** Yes, although a decision about Maymester has not been made.