



Fall Semester 2021 & J-term 2022 Registration Information

Important Information - read carefully and retain for your records

Registration for fall semester and J-term begins week 10. To prepare for this process we are providing you with several reminders you will want to carefully review.

- If you haven't done so, begin to touch base with your advisor(s) about when would be a good time to meet in the next few weeks to discuss your plans for fall. All students are required to see all of their advisors, for all declared majors, prior to registration. Students who did not declare a major by March 19 must meet with their first-year or transfer advisor. While the program change form is now open, those forms will not be processed again until week 13, so you must meet with your current advisor(s). Students can see their current advisors on their profile information or on the program evaluation in Arches.
- Advisor restrictions were placed on all student records last week. Your advisor can lift these anytime after you meet with them.
- By the end of week 9 students will receive a system-generated, automated email with the registration date and time for both Fall Semester and J-term. You will be able to register for both terms at your registration time. This email cannot be resent, so please do not delete it.
- This email will also contain all active restrictions on your record at the time the email is sent.
- To check your registration date/time and active restrictions at any time, please visit your report in Arches called ***My Registration Information*** (anytime after you receive your automated registration email). If you have restrictions that are placed on your record after you receive your email, you will receive a separate notice from the office that placed the restriction. This report updates each night.
- Registration windows for each cohort, as well as open registration times are all published on the [Academic Calendar](#).
- Student-athletes who will be participating in their sport during J-term are required to enroll in J-term and should consult their coach regarding [preferred course periods](#).
- Be sure that you have cleared all other restrictions on your record such as paying tuition and fees, submitting your honor pledge, completing any required trainings and confirming the college has your final high school or college transcript on file. Clearing restrictions takes time and will only be performed during business hours. You should review your holds and plan ahead.
- **UPDATE YOUR EMERGENCY CONTACT INFO!** This is often something that stops students at their registration time. If you do it now in Arches it will be valid for a year.
- The **self-service registration system** in Arches was launched a year ago. If you have a need to refresh your memory about using the system, be sure you do so now. Carefully read the instructions, watch the instructional video, review the [tips & tricks page](#) and have your cart prepared with courses ahead of your registration time.
- Returning students must be readmitted by the Dean of Students Office and have all restrictions cleared in order to register.

- If you miss your registration window, please consult with your advisor and the Academic Calendar linked in the banner above to find your next opportunity to register.

Need Help?

- Contact your advisor or your peer mentor.
- Read the [Tips & Tricks page](#) for planning tips to get ready for registration.
- Visit the [Registration Policies page](#) for information about the procedures of registration.
- View the list of online J-term courses and the FAQ page for returning to campus.
- If you have technical issues or questions about login please contact the [ITS helpdesk](#)
- If you have additional questions please ***do not reply to this message*** but contact registraroffice@augustana.edu for the most prompt reply.

Below are some office contacts for your reference.

[Office of the Registrar](#) #7277

[Office of Advising](#) #8010

[Internship Information](#)

[Financial Assistance](#) #7207

[Business Office](#) #7354

[Athletic Eligibility](#) #7521

[Dean of Students Office](#) #7533

[Office of Residential Life](#) #2686

[Office of International Student Life and Scholar Services](#) #8221

[ITS Help Desk](#)