

# **IMPORTANT REGISTRATION NOTES**

## **COURSE NUMBERS**

Undergraduate:      1000 Level: Primarily for beginning students  
                             2000 Level: Available to all students  
                             3000 Level: Primarily for advanced students  
                             4000 Level: Repeatable courses  
Graduate:              5000 Level: Graduate level course work

## **CREDIT OVERLOADS**

Full-time undergraduates may not register for more than 19 credits (or 20.5 for declared Music and Dance & Theatre majors) without the approval of the Provost. Applications for credit overload are available at the Registrar's Office and website. **Beginning in Fall 2011, students enrolling beyond the maximum credits listed above will be billed at the credit hour rate for each credit hour enrolled over the maximum for their major.** Please see the form for complete instructions. All registrations for credit overload must be processed in The Registrar's Office.

## **PREREQUISITES**

Prerequisites (P) and corequisites (C) are listed under the course number in the schedule, and in the course description on WebAdvisor. Completion of prerequisites is required before students are eligible to register for the course. If a student intends to register for a course without completing the prerequisites/corequisites, the student must submit a completed Faculty Consent Form to the Registrar's Office. Please see the College Catalog, department chairperson, or instructor for further information.

## **COURSES THAT REQUIRE ADDITIONAL FORMS**

Registrations for the coursework listed below must be done at the Registrar's Office and must be accompanied by the appropriate form.

- Music lessons: Forms are available from the Music Department Office.
- Performance Projects and related courses: Faculty Consent forms are available at the Registrar's Office and website
- Independent Studies & Senior Evaluations: Forms are available from the Registrar's Office and website
- Internships: Forms are available from the Center for Career Development.

## **COURSES THAT REQUIRE FACULTY CONSENT**

Faculty consent requirements are listed under the course number in the schedule. Faculty consent is also required to register for a closed course, or to register for course for which the student has not yet completed prerequisites or co-requisites. Faculty Consent Forms are available at the Registrar's Office and website. If the instructor of the course is an adjunct faculty, the department chairperson must also sign the Faculty Consent Form. Registration for courses that require Faculty Consent must be processed in the Registrar's Office.

## **PLACES IN LIMITED COURSES**

Places in limited courses cannot be held after classes begin. An instructor has the right to drop a student from a course if the student fails to attend the first class meeting.

### **CLASSROOM LOCATIONS**

Classroom locations are posted on the bulletin boards across from the Registrar's Office in Brownson Hall before the first week of classes. Most classes meet in Brownson Hall and the Music Building. Others are scheduled in Founder's Hall, Tenney Hall, the Library, and Reid Hall. Students may view classroom locations through WebAdvisor on Manhattanville's Website.

### **COURSE SCHEDULE CHANGES**

The college reserves the right to cancel courses or to change scheduled meeting dates and times or instructors. Official changes in the published schedule will be posted by the Registrar's Office.

### **REGISTRATION FOR UNDERGRADUATE EDUCATION COURSES**

Students must see Associate Dean Joan Weinreich in the School of Education to register for all undergraduate Education Courses. The exception to this policy is EDU.2000: FUNDAMENTALS OF SCHOOLS & TEACHING, for which any undergraduate with a 2.75 cumulative gpa is eligible.