

THE CITADEL
FACULTY REGISTRATION INSTRUCTIONS
FALL SEMESTER 2008

WEDNESDAY, AUG. 20—Faculty advisors will meet with freshman advisees between 0830 and 1200 hours in faculty offices.

If one of your advisees does not have a class schedule, you can access their schedule on PANCHO. Freshmen who need to make schedule adjustments should use the PAWS (web registration) system after the advising session has been completed. **Please remind your advisees to use the course call number when adding a course to their schedule.** The following computer labs will be available for students to adjust their schedules:

Bond Hall 251, 252, 254 & 256

There are several freshman subjects in which enrollment limits have been met or exceeded. Rearranging freshman schedules will probably be very difficult. We ask that changes to freshman schedules be made only in situations where different courses are needed.

If one of your advisees has decided to change his/her major, please assist with course selection. If there are questions, contact the department head of the new major. The student should be instructed to obtain a Change of Major Form from the Registrar's Office to complete the change of major process unless the Major has already been changed.

TUESDAY, AUG. 26—Cadet upperclassmen will be encouraged to see their faculty advisors if they wish to make adjustments to their class schedule. You should be available to meet with your advisees from **0830 to 1200 hours**. Upperclassmen requiring changes have been instructed to bring a copy of their class schedule to the advising session. If one of your advisees does not have a class schedule, you can access their schedule on PANCHO and then email the Registrar's Office and we will set their account up so they can register for classes on PAWS.

WEDNESDAY, AUG. 27 -DAY CLASSES BEGIN. Your class list is available in PANCHO.

TUESDAY, SEPT. 2 – Last day to add a course or change sections.

WEDNESDAY, SEPT. 10 – Last day to request to take a course on an Audit or Pass/Fail basis.

WEDNESDAY, OCT. 29 – Last day to withdraw from a class with a grade of "W."