

## Undergraduate Advising and Registration Worksheet

Please read the Proposed Schedule Worksheet carefully. Complete the application form online and then submit it to the appropriate advisor. Degree-seeking students are responsible for ensuring that the courses selected will fulfill degree requirements. Before registration, read your catalog and discuss the courses you plan to take with your academic advisor. Registering for courses without the necessary corequisites or prerequisites may result in your being withdrawn from the courses.

Date: \_\_\_\_\_ Classification (circle one): Fr So Jr Sr  
 Name: First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 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.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

### 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 an academic record of financial responsibility. The University does not assume responsibility for canceling registration due to nonattendance or nonpayment.

\_\_\_\_\_  
 Advisor's Signature                      Date                      Student's Signature                      Date

Spectrum Portal: <http://spectrum.memphis.edu>                      Registration Help line: (901) 678-2810

### Please read the following questions!

#### Checklist for Registration:

- Have you cleared Registration Holds? Check Spectrum for holds prior to your registration time.
- Do you need to obtain Restricted Course Permits? The academic department must enter your restricted course permits electronically. **Students must logon to Spectrum 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 Hall, Room 107)
- Have you checked to see if there are any prerequisites/corequisites for these classes? Have you met them?
- Have you completed the General Education requirements?

B.A. and B.S. degree sheets are available online at <http://cas.memphis.edu/advising.htm>