Covenant College is pleased to present the Course Offerings for the Spring 2016 semester. Over the next several weeks, students will meet with their advisors to discuss Preregistration. Detailed instructions on how to preregister online are included as pages 2-3 of this document. The first group of seniors begins registering on October 27. Preregistration becomes available to other students gradually over the following days.

**STEP 1: PREPARING TO PREREGISTER:**

- **Know your Banner username and password.** If you need help logging in to Banner, visit Technology Services (Mills Hall room 110).

- **Check your Registration Status and clear all holds.**
  
  To check your status:
  
  - Login to Banner
  - Click the “Student” link
  - Click the “Registration” link
  - Click the “Check Your Registration Status” link.
  - Select the Spring 2016 term and click “Submit.”
    - **This will display your online registration time.** The first group of seniors can begin registering Oct. 27.
    - Scroll down to the bottom of the screen and select “VIEW HOLDS” to see what holds you need to clear. **All holds must be cleared before you can pre-register for Spring 2016 classes.**

- **Make an appointment with your advisor** to discuss your class schedule and progress toward completing your degree.
  
  - Clear all holds *before* meeting with your advisor.
  - The Degree Evaluation feature on Banner can help you track your progress toward meeting degree requirements.
  - The What-If Analysis allows you to explore options for changing majors, adding a minor, etc.
  - Your advisor will give your Alternate PIN to you. The Alternate PIN lets you preregister on Banner. **You must meet with your advisor to receive your PIN.**
  - If you are concerned about time conflicts with a class & another activity, please ask your advisor about the Priority Preregistration process.

- **Pre-register on Banner Web** (see following page for detailed instructions).
  
  - **Tips:**
    - **Online registration can only be done during your official registration time.**
    - Students have two ways to make sure they get into classes they need/want:
      - Preregistering the first day you are allowed. This is your primary advantage for being able to control what classes you get in. Your class options become limited as more students pre-register and classes become full.
      - Using the Priority Preregistration Form (see details below)
    - Chapel will be at 11:00am on MWF. There may be several special chapels on Tuesdays & Thursdays.
STEP 2: PREREGRISTERING THROUGH BANNER

NOTE: Be prepared to work quickly. If the keyboard is not used within a 10 minute period, your account will be closed out and you will have to start over.

Once your Preregistration time as started, you can follow the steps below to sign up for classes:

- Login to Banner Web
- Click on the Student Services link
- Click on the Registration link
- Click on the Add/Drop Classes link
- Select the Spring 2016 term and click Submit.
- This will prompt you to enter your Alternate PIN, which was provided by your advisor.

(Banner will stop you here if you have a hold, or if it is not yet your assigned Preregistration time.)

This will display the Add Classes Worksheet.

- Type in the CRNs for the courses you wish to take, and then click “Submit Changes.”

You can find the CRNs on the List of Classes. Also, the Class Search option can be helpful if your preferred class is full, and you want to look for open classes.

- Once you have entered the CRNs, click the SUBMIT CHANGES box. On the right a message “Web Registered” appears next to the courses you are registered for. If an error message occurs, the only ACTION on the left that can be taken for the class is to “Web Drop” to remove this class. Always look at the Credit Hours (middle column) and Status (right column) to confirm that you are “Registered” for the class.
- You should work with your schedule until you have at least 12 credit hours.

Registration Error Messages: Banner will not allow your advisor to override any error messages or class limits. Your advisor or the approving instructor will need to email the Office of Records to make exceptions for those specific courses.

Some common errors are:
- Closed – Waitlisted: This occurs when the class is already full. You will need to choose a different class, or else add your name to the waiting list.
- Pre-Requisite and Test Score Error: This means that you have not yet completed all of the pre-requisite courses. If you try to add a Cultural Heritage of the West class before completing English Composition, the Pre-Requisite error will appear (see example below).
- Time conflict: This error means that you have already added a class that meets at the same time.

Registration Add Errors

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite and Test Score</td>
<td>5001</td>
<td>CHE</td>
<td>104</td>
<td>1</td>
<td>Undergraduate</td>
<td>4.000</td>
<td>Standard Letter</td>
<td>Introductory Chemistry II</td>
</tr>
</tbody>
</table>
STEP 3: CONCLUDING YOUR PREREGISTRATION SESSION:

View your schedule and Log out of Banner Web.
To view the schedule of classes you have preregistered for, follow these steps:

- In Banner, click on the “Student” button
- Click on the “Registration” link
- Click on “Concise Student Schedule”
- The schedule should display. If you are prompted to select a term, choose the Spring 2016 term.

*note: if you added your name to the waiting list for a class, the class won’t appear in your schedule.

Other items to consider:

Closed Sections/Waitlists:
- To make sure you are added to the waitlist, you must select “Waitlisted” under the ACTION field on the left of the screen. If the ACTION field states “None”, that means NO action has been taken and you are not on the waitlist.
- The Office of Records monitors waiting lists. If your name is on a waiting list for a class, and that class becomes available, Records staff will send you an email to let you know.
- If you are on a class’s waiting list, it is wise to pre-register for a different class as a backup plan. There is no guarantee that spots will become available in the full class.

Priority Pre-registration
Students with appropriate needs may be allowed to preregister early for specific classes. Students who are concerned about time conflicts should contact their academic advisor, coach, or director for the Priority Preregistration Request form.
- Students should bring completed request forms, signed by the faculty advisor, to the Office of Records as early as possible, and no later than October 27. Forms received after the 27th will be processed, but pre-registration will be based on remaining available seats.
- Students who have made a good-faith effort to contact their advisor or Unit Dean, and have been unsuccessful meeting with them to obtain their signature, should send an email to the faculty advisor with their requested pre-registrations, and confirming office hours from their door to identify possible meeting times, or challenges preventing your arrival during office hours. The faculty member can forward that email with their approval to Records@covenant.edu and CC: the student. Either a signature or an email from the faculty advisor is required to process this form. Records will process the pre-registration form without the faculty advisor’s signature if a student submits copies of emails sent to their advisor from three different work days. Students must plan ahead, and cannot wait until the last minute to initiate and rush through this form.
- The rationale for priority pre-registration will be evaluated and the class(es) entered into Banner once approved by the Office of Records. Students should check their pre-registration schedule on Banner to insure the correct section was requested and entered.
- After pre-registering for appropriate multiple section classes using the priority form, students will then pre-register for the rest of their class schedule during their assigned pre-registration time using the Banner Web.

Changing the number of Credits of a course, or changing a course to Pass/Fail grade mode:
Visit the Office of Records to change a course to Pass/Fail or to change credits on a variable-credit course.

Cross-listed Courses for the Spring 2016 semester:
- History & Culture of African Americans since 1865 – listed as both IDS 352 and HIS 352
- History & Expansion of Christianity I – listed as both BIB 302 and HIS 312
- History & Philosophy of American Education – listed as both EDU 370 and HIS 370
- The European Enlightenment – listed as both IDS 335 and HIS 335

May Term:
Visit the Records Office to register for a May Term course.
Core Distribution classes offered in the Spring 2016 semester

<table>
<thead>
<tr>
<th>Fine Arts Distribution</th>
<th>Humanities Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100 Introduction to Art..............................(TR 9:30am)</td>
<td>BIB 302 History &amp; Expansion of Christianity I........(MWF 3pm)</td>
</tr>
<tr>
<td>ART 270 Introduction to Art History........................(MWF 2pm)</td>
<td>ENG 201 Introduction to Literary Studies ............(MWF 8am)</td>
</tr>
<tr>
<td>MUS 171 Introduction to Musical Style......................(MWF 10am)</td>
<td>ENG 204 American Literature: 1865-1965 .............(MWF 1pm)</td>
</tr>
<tr>
<td>MUS 245 Introduction to Musical Theatre ...................(TR 9:30am)</td>
<td>ENG 275 20th Century African-American Lit... (Mondays 6pm)</td>
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<tr>
<td></td>
<td>HIS 112 History of the US since 1877 ..........(MWF 8am &amp; 9am)</td>
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<tr>
<td></td>
<td>HIS 214 Age of Europe 1550-1871 ...............(MWF 10:00am)</td>
</tr>
<tr>
<td></td>
<td>HIS 352 History &amp; Culture of African-Americans since 1865</td>
</tr>
<tr>
<td></td>
<td>LIN 100 Studies in Language .........................(MWF 10am)</td>
</tr>
<tr>
<td></td>
<td>PHI 101 Introduction to Philosophy ..................(MWF 9am)</td>
</tr>
<tr>
<td></td>
<td>PHI 102 Intro to Logic &amp; Critical Thinking ..........(MWF 3pm)</td>
</tr>
<tr>
<td></td>
<td>ARA 202 Intermediate Arabic II ........................(TR 5:45pm)</td>
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<tr>
<td></td>
<td>FRE 202 Intermediate French II .......................(MWF 1pm)</td>
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<tr>
<td></td>
<td>SPA 202 Intermediate Spanish II .......................(MWF 1pm)</td>
</tr>
<tr>
<td></td>
<td>GER 202 Intermediate German II .......................(MWF 9am)</td>
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<tr>
<td></td>
<td>*Counts as Humanities distribution only if taken at Covenant and a foreign language is not your major</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science Distribution</th>
<th>Natural Science Lab Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 210 Personal Finance ..............(MWF 11:45am)</td>
<td>NSC 105 Physical Science</td>
</tr>
<tr>
<td>LIN 150 Introduction to Linguistics ..........(MWF 1pm)</td>
<td>(class MWF 3pm, lab Tuesdays 1:30pm)</td>
</tr>
<tr>
<td>POL 210 International Relations .............(MWF 10am)</td>
<td>NSC 111 Earth Science Survey</td>
</tr>
<tr>
<td>PSY 100 General Psychology ...................(MWF 9am)</td>
<td>(class TR 4pm, lab Thursdays 7pm)</td>
</tr>
<tr>
<td>PSY 303 Lifespan Development ² ...................(TR 1pm)</td>
<td>NSC 112 Astronomy</td>
</tr>
<tr>
<td>SOC 141 Principles of Sociology ² .............(TR 9:30am or MWF 8am)</td>
<td>(class MWF 3pm, lab Mondays 8pm)</td>
</tr>
<tr>
<td>SOC 201 Sociology of Sport ....................(MWF 2pm)</td>
<td>PHY 231 General Physics for Scientists and Engineers I</td>
</tr>
<tr>
<td>SOC 244 Social Psychology ...................(MWF 11:45am)</td>
<td>(class MWF 10am, lab Tuesdays 8am)</td>
</tr>
<tr>
<td>SOC 246 Crime &amp; Delinquency ...................(MWF 9am)</td>
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</tbody>
</table>

²fulfills Social Science requirement for Education majors only