

Pre-Registration Check List

Before you register, make sure that:

1. **Your student account is current.** If you have a hold on your student account you cannot register for courses.
2. **Be sure you know how to access Student Planning**
You will need your Redlands ID and password to access the Student Planning system. For most students, your Redlands ID is your firstname_lastname all lower case (e.g., john_doe). If you do not know your password, you should immediately submit a Lost Password request via the Lost Password link: by clicking "Password Reset" on the MyRedlands login screen. **Please note: do not use @redlands.edu in your username.**
3. **Review the Student Planning Tutorial Videos** to ensure you understand how to use Student Planning. You can find the videos at the following link: [Student Planning Video Tutorial Series](#)
4. **Plan your schedule.** Review your progress screen, course catalog, and your proposed schedule (schedule of instruction) to determine what changes you need to make or what courses you'd like to add. Plan classes to your schedule early to save yourself time during the open registration period. In planning your schedule, remember these tips:
 - It's recommended that students register for no more than 8 units in each term
 - Non-core courses require course approval. Please obtain a "Request for Course Approval" at the following link: [Request for Course/CLEP Approval Form](#). If you have questions or concerns about your degree requirements, please contact your [Student Services Manager](#).
5. **Log in to Student Planning during your open registration period.** You may register from your any computer with internet access provided you have your login information. **Please note:** You will be able to register after your designated time but not before.

Registration Instructions for Current Students

1. Go to MyRedlands on the main University website (www.redlands.edu).
 - a. Click on the Student Planning link on the black bar.
2. Select **Plan & Schedule** tab and then follow the steps below:
 - a. Click on the Plus sign + to add a future term to your plan. Below are the School of Business terms you should be using:
 - i. Business Fall 2018
 - ii. Business Spring 2018
 - iii. Business Summer A 2018
3. Using the search bar in the upper right hand corner of your screen, search for the course and section number of the course you wish to take without any spaces (i.e. BUSB301IV12). Click **View Available Sections** and this will take you to the course in the course catalog.
4. Select **Add Section to Schedule** once you've found the course you need to take
 - a. The course will appear on your plan under the desired term.

5. Return to *Plan & Schedule*
6. Toggle between semesters with the < > buttons.
 - a. The courses you loaded onto the plan will appear in yellow under the term you selected.
 - b. Time conflicts will be reflected with a red box.
7. **Add more classes.**
 - a. Continue to add more classes to your schedule same way as above. Please note that you need to register for the entire semester at once. Therefore, you should be registering for two courses at a time.
8. **Removing a planned course from a future term**
 - a. Select *Plan & Schedule*, then go to desired future term, and click on the X located on the right hand side of the section to remove the planned course.
9. Once you've planned all your courses for the semester, click **Register Now** from the *Plan & Schedule page*.
 - a. Please note that if you do not click **Register Now** - you are not registered for classes.
10. **Log Out.**

Helpful Hints for Registration

1. To be added to a waitlist for a closed class, select the Waitlist button if available.
2. It's recommended that you plan your entire schedule of classes when you receive it. This makes it easier to register each semester.
3. Double check the course location and meeting date for the class before you end your registration session.
4. Please reference the academic calendar for any questions related to registration and term dates.
5. **STUDENTS WHO NEED TO REGISTER AFTER THEIR OPEN REGISTRATION PERIOD MUST CONTACT THEIR STUDENT SERVICES MANAGER FOR MORE INFORMATION.**

Registration for New Students

Effective September 1, 2017 all new School of Business students are required to self-register for courses during their open registration period. Students will receive information regarding registration from their enrollment representative as well as from the Registrar's Office. A Schedule of Instruction (SOI) or proposed degree plan will be provided for each student based on their degree program.

Students are encouraged to plan all of the courses in their degree plan/SOI in advance. While students are not bound to the proposed schedule provided, it is considered the easiest and quickest path towards degree completion.

Dropping a Course

Students can add and drop courses at any time during their open registration period. Students who drop a course after their registration period must contact their Student Services Manager prior to the add/drop deadline.

For drops after the add/drop deadline, students will need to contact their Student Services Manager and request to Petition to Add/Drop a course. The completed petition will be submitted to the Director of Student Services for review. If it is approved, it will be routed to the Registrar's Office for registration.

Late Registration

If a student does not complete the necessary steps to register for classes during their open registration period they will need to contact their Student Services Manager to request for either registration into a course or a course drop.

Please note, effective July 1, 2018 students will incur the following fees if adding or dropping courses late:

1. Petitions submitted for changes involving a current term (add/drop a course after your open registration period has ended) you will be assessed a \$40 petition fee
2. Petitions submitted for changes involving a previous term (retroactive withdrawal, grade dispute, etc.) you will be assessed a \$90 petition fee

STATEMENT REGARDING CHANGES

The University generally reserves the right to modify, delete, or supplement the terms, provisions, or policies set forth or referred to in this schedule. Changes will be posted periodically on updated schedules and reflected on STUDENT PLANNING.

****ANNUAL NOTIFICATION OF PRIVACY RIGHTS****

PUBLIC INFORMATION

The University of Redlands maintains student records in compliance with the Federal Family Educational Rights and Privacy Act of 1974 (as amended) which assures students and parents of their right to privacy of information. The University further complies with the California Education Code, sections 22509 through 22509.18, which state that the management of student records shall be a matter of Federal and State law and regulation.

The following is considered public information and may be released or published without the student's consent:

Student name, date and place of birth; major field of study; dates of attendance; degrees, honor and awards received; most recent educational institution attended; campus address and telephone number and student assigned e-mail; home address and telephone number; cell phone number; participation in special academic programs; participation in recognized student activities; participation in officially recognized sports; class level, weight and height of athletic team members.

Students who wish this information withheld must sign a request to that effect in the Registrar's Office during the first two weeks of each semester.

RELEASE OF ACADEMIC INFORMATION

Confidential information is defined as any information not included in "Public Information" above. Current University of Redlands policy makes accessible to parents or legal guardians copies of their dependent's academic record when a written request is submitted to the Office of the Registrar. The University will not release confidential information for independent students (students over the age of 23, or "independent" as defined by University of Redlands Financial Aid Policy) without written request of the student.

STUDENT RIGHTS

The Act provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of a challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable.

- The Registrar coordinates the inspection and review procedures for student education records, which include admissions, personal, academic, and cooperative education records.
- The Financial Aid Officer coordinates the inspection and review procedures for financial aid files.
- The Office of Business and Finance coordinates the inspection and review procedures for financial and billing files.

A copy of the University's Student Records Policy can be found at www.redlands.edu/offices-directories/registrars-office/10759.aspx.

NOTICE OF NONDISCRIMINATION

The university is committed to the position that all students, faculty, employees, and applicants shall receive equal consideration and treatment. All student, faculty, and staff recruitment is on the basis of the qualifications of the individual for the positions being filled regardless of race, color, religion, national origin, age, sex, marital status, sexual orientation, non-disqualifying disability, or whether the individual is a disabled veteran of the Vietnam Era. The University fully conforms to state and federal laws and regulations such as Executive Order 11246 as amended, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act, Title IX, as well as the American with Disabilities Act of 1990 (ADA), and regulations issued there under, which bar discrimination on the basis of race, color, religion, national origin, age, sex, marital status, non-disqualifying disability, or status as a disabled veteran or a veteran of the Vietnam Era. Under the Americans with Disabilities Act (ADA), the University will make reasonable accommodations on an individual basis for the known physical and mental limitations of a qualified individual with a disability, unless the provision of such an accommodation imposes an undue hardship on the University, all as defined in the ADA and its regulations. The University of Redlands has been and remains committed to acting affirmatively to ensure equal opportunity. The objective of the Equal Opportunity Program is, wherever possible, to recruit actively and include for consideration for employment and as prospective students, members of minority groups, females, veterans, and the disabled. All decisions on employment and promotions must be made solely on the individual's merits and qualifications as compared with bona fide occupational requirements, which take into account any reasonable adjustments for the job in question. Personnel actions are analyzed to ensure the adherence of the policies described above. Regular reports are prepared for review of compliance. Inquiries concerning the application of University policies or federal and state laws and regulations described above should be made to the Human Resources/Equal Opportunity Office (909) 748-8040.