Harvey Mudd College

PRE-REGISTRATION CARD
Spring 2010

Name: **Major 1:**

ID#: **Major 2:**

Grad Year: **Appointment:**

Office Use Only		Check if Alternative Course	Complete Course No (Example: MATH011 HM) Additional Space on Back of Card	Sect	Day/Time	Course Title	Units	Course Instructor Signature **(If permission required)**	Course Instructor Name **(For permissions only. Please print)**
	Example	✓	MS 050 HM	01	MW 2:45-4, M 6-8	Language of Film	3		

ADDITIONAL SPACE FOR COURSE LISTINGS ON BACK OF CARD **Check here if courses/comments are listed on the back _____**

Advisor Signature: Advisor Name (please print)	2nd Advisor Signature: 2nd Advisor Name (please print)
HSA Advisor Signature: HSA Advisor Name (please print)	Student Signature Web-Reg Clearance

- **Write clearly and legibly.**
- Enter the **full course number** and section on your pre-reg card to avoid delays in processing or entry errors.
- Check your selected classes for **prerequisites and required permissions**.
- Get all necessary **permission signatures** on your pre-reg card. An e-mail approval is acceptable. Have the approval sent to your e-mail address and then print out or forward to Registrar@hmc.edu with your last name as the first entry on the subject line. A subject line example would be "Smith – CSCI121 approval". Having the e-mail approval going to you initially allows you to know when the approval has been received or if you need to do any follow up.
- Check for **time conflicts** between your selected classes. Slight overlaps may be resolved with a Class Conflict Approval Form available online or at the Registrar's Office. All instructors for affected courses must sign the conflict approval form, even if the conflict is resolved by only one instructor.
- Get both your **advisors' signatures** on the pre-reg card. Once advisors have signed it, any changes to the pre-reg card must be initialed by the appropriate advisor. The related department chair can sign the pre-reg card if your advisor is not available.
- Have **alternate classes** listed and approved on your pre-reg card. Very Important! This prevents the inconvenience of having to track down the related advisor (again!) for approval if desired classes have closed. HSA course alternates which are not on your pre-registration card do not require your HSA advisor's signature beforehand (**for pre-reg only**). You are, however, required to notify your HSA advisor in writing within 24 hours of using a non-approved alternate HSA class. This alternate choice is subject to HSA advisor's approval.
- **Monitor current enrollment status of desired classes** on the portal for **closed classes**. Written permission can get you into a class that has been closed. The 5-C colleges will pilot a new electronic wait list system for Spring 2010 courses. Non-HMC courses may have limited number of seats for HMC students. This information is viewable by using the VIEW button on the course listing on the portal and web. Written instructor approval allows you to register even if the HMC limit has been reached. This may not be given until the first day of class, if at all.
- Get your **overload approval** (if needed) from Dean Cardenas (Academic Affairs located in Platt Campus Center) before your pre-reg time.
- **If you cannot make your pre-reg time**, you may get a proxy to register for you or drop your card and forms off at the Registrar's Office beforehand. Please check e-mail to see if any questions or situations come up which prevent complete processing by the Registrar's Office.
- It is the **student's responsibility** to enroll into all classes **(including sports).** An instructor may give approval, but you are responsible for adding the class to your schedule. This can only be done through the HMC Registrar's Office.
- A 5-C web-registration pilot is planned for the Spring 2010 pre-registration. Watch for information about your eligibility and instructions to participate.

Additional Courses:

Office Use Only		Alternative	Complete Course No (Example: MATH014 HM)	Sect	Day/Time	Course Title	Units	Course Instructor Signature **(If permission required)**	Course Instructor Name **(For permissions only. Please print)**

Special Instructions:

Contact E-Mail Address _____ Contact Phone # _____

Common Core Requirements:

Course #	✓	Completed By*	Course #	✓	Completed By*	Course #	✓	Completed By*
AEROBIC FITNESS OR TEAM		4th	MATH011		4th	MATH061		5th
CHEM021		4th	MATH012		4th	MATH062		5th
CHEM022		4th	MATH013		4th	MATH063		5th
CHEM025		4th	MATH014		4th	MATH064		5th
CHEM026		4th	PHYS023		4th	PHYS051		5th
CSCI005**		4th	PHYS024		4th	PHYS053		5th
HUM001		4th	PHYS028		4th	INTEGRATIVE EXPERIENCE		8th
HSA Core Elective (3 units)		4th	BIOL052		5th	PE		8th
			ENGR059		5th	PE		8th

***Semester by which this course needs to be completed**

**** Also satisfied by CSCI006, CSCI042 or CSCI065**

Graduation Requirements:

Common Core Requirements***	
Major Requirements**	
Hum/Soc/Arts Requirements (Limited # per year taken Pass/Fail)	
Integrative Experience**	
PE – Fitness for Life or Frosh Aerobic	
2 additional PE courses	
Minimum 128 units	
Minimum 2.0 cum GPA	
Minimum 2.0 major/minor GPA	
***Cannot be taken Pass/Fail	