

February 14, 2007

TO: Majors & Minors in the Department of Communication
FR: Bruce Crawley
RE: Advising for Registration

Here are some important points of information about upcoming advising and registration.

- No one needs advising in order to register for Summer 2007 classes. In addition to COMM 145 & 161, the Department of Communication will be offering COMM 148 – May Session, COMM 247, 343– “A” Session, & COMM 346 – “C” Session.
- Internships (COMM 369, 489) & Independent Studies (COMM 495) are also available in Summer Session but must be approved prior to the end of the spring semester. Contact Dr. Carl Kell for approval of internship.
- *Everyone** needs advising in order to register for Fall 2007 classes.
- WKU’s system for prioritized pre-registration enables Seniors and Honors students to begin registering first, followed by Juniors, Sophomores, and returning Freshmen respectively. Based on the schedule for priority registration, advising for registration will be conducted as follows:

| <u>Who</u> | <u>Advised for What</u> | <u>When</u> |
|---------------------------------|---------------------------|----------------|
| Seniors & Honors (90+ hours) | Degree Programs & Classes | Feb 19 – Mar 2 |
| Juniors (60-90 hrs) | Degree Programs & Classes | March 19 - 30 |
| Sophomores (30-59 hrs) | Classes | April 2 - 13 |
| Freshmen (<30 hrs) | Classes | April 16 - 27 |

- To schedule your appointment for advising, see Laura Wagoner in FAC 130, or call 745-3296. Make your appointment well in advance of your advising date.
- Anticipated priority registration dates are as follows:
 - Seniors & Honors Begin registering April 11, 12, 13
 - Juniors Begin registering April 16, 17, 18
 - Sophomores Begin registering April 19, 20, 23
 - Freshmen Begin registering April 24, 25, 26, 27

* Only students who have filed their Degree Program form with WKU are exempted from advising for registration. “Filing your degree program” means you personally filling out the form, signing and dating it, and submitting it for departmental and university approval. WKU urges students to file their Degree Program forms upon the completion of 60 credit hours.