

COURSE REGISTRATION INFORMATION – CENTRETERM AND SPRING TERM 2025

Including Class Schedules, Exam Schedule, New Course Descriptions, and Registration Instructions

Please save this message for easy access to links to class schedules and registration information.

Students have two weeks, October 28—November 8, to consult with their advisor(s) prior to online registration. Please schedule an appointment with your advisor(s) right away. Your advisor must clear you for registration for BOTH terms in CentreNet BEFORE you can register.

Students may register online or in the Registrar’s Office at their appointed time. The Registrar’s Office will open at 7:30 a.m. during registration week (7:00 a.m. on Monday).

Students currently studying abroad and students studying abroad in the spring will receive more specific registration instructions via email. Students studying abroad CentreTerm should register for the appropriate course online.

ONLINE REGISTRATION SCHEDULE

Current Seniors (SR)

Last Names A-K	Monday, Nov. 11	7:00 a.m. and after
Last Names L-Z	Monday, Nov. 11	7:30 a.m. and after

Current Juniors (JR)

Last Names L-Z	Monday, Nov. 11	10:11 a.m. and after
Last Names A-K	Monday, Nov. 11	12:31 p.m. and after

Current Sophomores (SO)

Last Names A-G	Tuesday, Nov. 12	7:30 a.m. and after
Last Names R-Z	Tuesday, Nov. 12	11:15 a.m. and after
Last Names H-Q	Wednesday, Nov. 13	7:30 a.m. and after

Current First-Years (FR & FF)

Last Names H-Q	Thursday, Nov. 14	7:30 a.m. and after
Last Names A-G	Thursday, Nov. 14	11:15 a.m. and after
Last Names R-Z	Friday, Nov. 15	7:30 a.m. and after

NOTES:

Students may be blocked from registration for a variety of reasons; registration holds are clearly indicated in CentreNet.

Your classification (SR, JR, SO, FR, FF) is posted on CentreNet in the Student Portal under Biographical Data. You cannot register BEFORE your appointed time according to your classification.

Registration will close at 4:30 p.m. on Friday, November 15. Returning students who do not register by November 15 may register subsequently in the Registrar's Office during regular office hours, but not online.

THE SCHEDULE OF CLASSES AND NEW COURSE DESCRIPTIONS ARE POSTED ON THE REGISTRAR'S HOMEPAGE.

https://centrenet.centre.edu/ICS/Academic/Registrars_Office/Calendar.jnz

(And see links below)

PLEASE READ ALL OF THE FOLLOWING INSTRUCTIONS

- 1. Students whose financial accounts are not clear will not be permitted to register until the Finance Office has cleared the student for registration.**
- 2. Students who do not plan to enroll after fall term must obtain a leave of absence approved by Assistant Dean Mary Gulley or properly withdraw from the college. Students who are uncertain of their plans after fall term should register and then notify the Registrar's Office later if they decide not to enroll.**
- 3. You cannot register BEFORE your appointed time. If you believe your classification (SR, JR, SO, FR, FF) is incorrect in CentreNet, notify the Registrar's Office by November 8.**
- 4. Course prerequisites and course descriptions may be found in the 2024-2025 online catalog or on the list of new course descriptions available on the Registrar's homepage. Students are responsible for seeing that they have completed the necessary prerequisites before enrolling in a course.**
- 5. Students registering for less than 12 hours must have approval signatures from Assistant Dean Gulley and Dean Durham (if living on campus). Students who wish to register for more than 16 hours must request an override by emailing the Registrar at jacob.johnson@centre.edu with the information about what course(s) they would like to register for above the 16 credit hour limit.**
- 6. Independent studies will be added to a student's registration by the Registrar's Office AFTER we receive your approved independent study form. Normally, independent study forms should be submitted during the registration period for the term of the study (in November for CentreTerm and spring term independent studies). Under no circumstances will an independent study form be accepted by the Assistant Dean's office later than one week after the start of spring term and after the first day of classes for CentreTerm.**

7. To be placed on a waiting list for a closed class you must contact the Registrar's Office directly by emailing registrar@centre.edu Provide the course you want to "wait" for and the course you would drop if you got in.

8. Please do not access online registration during peak hours of registration (7am-2pm) during registration week if it is not your time to register. Doing so may significantly compromise the processing capabilities of the online registration system. THANK YOU!!!!

See the Registrar's Office home page for:

CentreTerm Schedule of Classes:

<https://centrenet.centre.edu/ICS/icsfs/mm/ct25.pdf?target=55047519-16ef-4466-b214-1eaf2144f172>

Spring Term Schedule of Classes:

<https://centrenet.centre.edu/ICS/icsfs/mm/sp25.pdf?target=e921cd92-020a-4d2c-b409-ccfa0806ef83>

Registration instructions, final exam schedules, new course descriptions, and any curricular changes will be published on the Registrar's Calendar's and Schedules page here:

https://centrenet.centre.edu/ICS/Academic/Registrars_Office/Calendar.jnz

VIDEO – How to register yourself in classes in CentreNet:

<https://vimeo.com/956563271?share=copy>

Please contact the registrar's office if you have any questions or concerns at 859-238-5360