



Preregistration/Advising Information

The preregistration period is set aside for currently enrolled students. Currently enrolled students must meet with their advisors prior to preregistration and plan their upcoming schedule. Students should contact their advisors to schedule appointments. Students will not be able to register via Banner Self-Service until their advisor has cleared them to register. Students with a declared major who have not been assigned an advisor should contact the departmental office of their major. Students without a declared major should contact the general studies advisor, in the Falcon Success Center in Van Tuyl House by calling 205-665-6092. It is essential that students follow the procedures listed below in order to complete the preregistration process:

- 1 – Check your Student Account for any **HOLDS**. You will not be able to register if you have a hold on your account! Holds are applied to a student's account for a variety of reasons including student conduct sanctions, health forms/test results and unpaid fees. Remind your student to check their account a few weeks before registration begins to see if a hold has been applied to their account. This can be seen by going into Banner Self-Service. Until a hold is removed, students cannot register for classes or drop/add classes after they register.
- 2 – Meet with your academic advisor to plan your schedule.
- 3 – Your advisor will enter a PIN number that allows you to register for classes.
- 4 – Register for classes (according to the schedule below) by logging into Banner Self-Service via the link at the bottom of the montevallo.edu webpage. For detailed instructions about the registration process, visit the Registrar's webpage: montevallo.edu/forum-banner-self-service-registration-instructions.

Preregistration Schedule for Spring and Summer 2020 Classes

- October 28 – Preregistration begins for currently enrolled graduate students at 7 a.m.
- October 30 – Preregistration begins for currently enrolled seniors at 7 a.m.
- November 1 – Preregistration begins for currently enrolled juniors at 7 a.m.
- November 5 – Preregistration begins for currently enrolled sophomores at 7 a.m.
- November 7 – Preregistration begins for currently enrolled freshmen at 7 a.m.

Students are responsible for understanding the registration process and for any classes that are added and/or dropped from their schedule.