## **Course Registration Planning Tool**



## **Instructions**

Students who spend a semester or year abroad must register for UMW courses while overseas for the semester AFTER they study abroad. Students should meet with their academic advisor before studying abroad and use this form to determine courses you will take upon return to UMW. The completed form will remain in the student's file in the Center for International Education (CIE).

Please indicate on the chart below whether there are prerequisites or course restrictions. If you are taking the prerequisite while abroad, students will need to request assistance from CIE when registering for the course.

CIE will remind students to register for UMW courses during the normal course registration window. Your Registration Appointment Time and registration window is based on your total earned credit hours and can be found on the Registrar's website. PRIOR to your Registration Appointment Time, students should contact their academic advisor to request the advisor hold be removed. Students cannot access registration unless your hold has been removed. (Note: The study abroad courses in which you are enrolled for a semester or year does not factor into the total number of earned hours used to determine your registration appointment time. Students should also keep in mind the time difference between the US and their host country when determining the time they should register.)

If a student is not able to register for courses due to lack of internet abroad or another valid reason, CIE can assist; however, the student must email CIE (cie@umw.edu) with all the information needed for registration, such as course name and number, CRN and section number, as well as information about alternate courses.

Banner ID#000	Term	1	
Advisor Signature _		Date	
	Abbreviated UMW Course Ti-	tle	Notes: Prerequisites or course restrictions

Email \_\_\_\_\_