Subject: [ATTN PREREG] [SEMESTER] Preregistration Opens Monday – What You Need to Know

COLORADO COLLEGE
Registrar's Office

**Audience: students expected to preregister**

**Dear RoCCy Test Student,**
Student ID: 998877
Faculty Advisor: Marion Hourdequin

**SPRING PREREGISTRATION OPENS MONDAY!**

Preregistration opens **Nov 2** and closes **Nov 20**. This is your opportunity to submit course selections for the upcoming semester(s).
Please review the important information below and connect with your faculty advisor early to prepare your schedule and obtain your preregistration passcode.

## Preregistration Essentials

**Important Dates**

- Preregistration Opens: 11/2
- Preregistration Closes: 11/20
- Results Available: 12/1
- Add/Drop Opens: 12/2 @noon
    - Spring 2027 (5,6,7,8)
    - Summer 2027 (A,B,C)

**What You Need to Complete**
To successfully submit preregistration:

1. **Complete your schedule.** Select courses for all required blocks: 5,6,7,8
2. **Check course requirements.** Confirm prerequisites and obtain any required instructor or department consent PINs.
3. **Select your grade track** for each applicable block.
4. **Meet with your faculty advisor** to review your academic plans and obtain your unique preregistration passcode.
5. **Submit your preregistration.** Saving your course selections alone does not complete the process.

**How Do I Know I'm Done?**
Your preregistration application displays a status message to help you track your progress.

## Resources for Students

**How Does Course Placement Work?**
Preregistration uses a Seniority-Based system that prioritizes students according to eligible earned academic units and available course capacity. Submitting a course request does not guarantee placement. After preregistration closes, students will either be enrolled in a course or placed on its waitlist.

We encourage you to discuss alternative courses with your advisors and use Stellic to develop backup plans.

**Special Registration Circumstances**

**Thesis, Research, or Independent Study (GS391)**
Students planning individual study blocks must complete the appropriate application or departmental process. GS391 may be used temporarily while official registration is being arranged.

**Off-Campus Study (GS392)**
Students planning off-campus study away must complete the appropriate Summit application through the Center for Global Education. GS392 may be used temporarily while an official application is being arranged.

**Block Off / Leave of Absence**

- **RED:** Preregistration is incomplete. Review the displayed message for outstanding requirements.
- **BLUE:** Your schedule is ready to submit. Obtain and enter your advisor-provided passcode to complete submission.
- **GREEN:** Your preregistration has been successfully submitted!

Students may revise and resubmit their selections throughout the open period.

**Where to Preregister**
Access the preregistration application through:
- Banner > Student Menu
- Stellic > Planner > Register Here

Students planning time away should review the applicable Block Off or leave process and consult their Hub Advisor when necessary.

**Important:** Placeholder courses are temporary and do not independently award academic credit. If a student remains in a placeholder at the start of the corresponding block, their registration in the placeholder is removed.

**Half Block Registration**
Available since last spring semester (following *Fall Preregistration*) – use Add/Drop now to register for your Half Block course.

**Summer Block(s) Registration**
Will be available **after** Spring Preregistration is processed. Students will plan to use Add/Drop to register for their summer courses.

## Need Assistance?

- Advising and academic planning: Your faculty or the Advising Hub
- Registration or technical questions: registrar@coloradocollege.edu
- Preregistration pop-up event (hosted by the Advising Hub)
  - **Nov. 16:** Pop-Up Advising at Worner, noon–1:30 p.m.

Visit our About Preregistration webpage for additional instructions, resources, and FAQs.

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We encourage you to complete preregistration early rather than waiting until the deadline!

Office of the Registrar
registrar@coloradocollege.edu
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1st Floor, Armstrong Hall – Room 112