Hi everyone!

I hope you're looking forward to a semester at Michigan! This message is mostly regarding course registration, and providing more details for how to register for classes.

 IF YOU HAVE NOT CREATED A UNIQNAME PLEASE DO SO IMMEDIATELY. This is the primary form of contact for everything University related.

As you are working on your winter term registration, there are two resources you need to utilize. One is the online LSA Course Guide which provides descriptions of all the classes that are being offered in the Winter 2020.

You can access this resource at:

http://www.lsa.umich.edu/cg/ Click on "Subject" to reach a list of academic departments; then click on an individual department to see the descriptions of the courses they will be offering in the winter.

The Course Guide has descriptions, written by the instructors, of most of the classes we will be offering Winter 2020. Make a list of department, course number and course title. Note that courses numbered in the 100s are broad introductions to a particular subject. As course numbers rise into the 200s, 300s, and 400s, the subjects of each course become more and more specific. Courses that are numbered in the 400s are usually taken by seniors and beginning graduate students. Courses in the 500s and higher are usually reserved for our graduate students.

Not every class that interests you will be available. You can check on course availability in a different online resource: Wolverine Access. You can check the open and closed status of classes that have caught your eye in the course catalog at the following URL: http://wolverineaccess.umich.edu/

1. Scroll to the bottom of the screen and click on "UM Course Catalog."

2. On the next page, click on "Class Search By School/College" and click the Go button.

3. Then, click on "Literature, Science & the Arts." That will bring you a list of departments which you can explore to see what courses are available in each academic area as well as what times the classes meet and the names of individual instructors. This resource will also tell you whether or not a course is open or closed.

Your contact in Academic Advising is **Clara Kawanishi**. Her email is kawanish@umich.edu. Please feel free to contact her (or myself) with any questions you may have. If you are having trouble getting permission to enroll in a subject you really need, Clara can help you either gain entry to the class or find alternatives.

! IMPORTANT NOTE ABOUT OVERRIDES: In some instances, you will need to communicate with the instructor to see if he/she can make room for you in a closed class.   You can look up the e-mail addresses of the instructors using our on-line directory called M Community. Here's the link: https://mcommunity.umich.edu/

 In your message to the instructor, include your name and your U of M identification number and specify which course and sections(s) you are interested in. Introduce yourself as an LSA exchange student who will be studying with us in the Winter 2020. You can also describe the requirements that your home institution is placing on your course selection and say that you have only this single term as a window of opportunity to take this class. Describe the academic background you have for the course and why you are interested in this particular class. Then ask if he/she would be willing to authorize an override to allow you to register for the class.

You may also find classes that you want to take which require specific pre-requisites. The computer system looks for those courses in our student database. However, the academic history of our exchange students is not entered into the system, so an override would be required in order to allow you to register for the class – which the professor or their department can provide.

As you look for courses, you need to know that all classes finish 10 minutes earlier than the published end time. This should make it easier for you to get to your next class.

Some classes are taught in two parts: large lectures and accompanying small discussion sections. In order to elect such a course, you have to have a seat in *both sections of the class*, so both parts of the course must be "open" in order for you to get a space in the class. Some courses are lecture only and some are recitation (a combination lecture/discussion in a smaller group setting). These courses require that you register for only one section of the course. Most discussion and recitation sections are about 30 students. Lecture sections can vary in size; some quite large (350 students) while others are somewhat smaller (100 or so).

Most undergraduates elect 4 or 5 classes each term; that's usually around 15-18 credit hours. The number of credits each course is "worth" is usually, but not always, related to how many hours per week the class meets. However, the amount of work 3-credit and 4- credit classes require is usually about the same. The number of credits does not automatically make the class more difficult.

You should note whether or not a course has "pre-requisites" (classes that you have to have completed before you are allowed to register). In many cases, you will be interested in classes that have prerequisites which you have already completed at your home institution; but, because our computer system will not have that information, you may have to **contact the instructor** to explain your academic background and to ask for special permission, called an "override" to elect the course. Not all of our requests will meet with success, but many instructors try to make room for exchange students when they can. It will be a good strategy for you to look for more courses than you will actually take. That way, you'll have second and third choices that we can fall back upon as necessary.

Once you have identified classes that you want to register for, you need to place those classes into your "backpack." Go to Wolverine Access and click on Students, then Student Business. Then click on the backpack and registration link. Follow the instructions to search for a class and place them into your electronic backpack (like a shopping cart in an online store). Then you can select the classes you want to register for and follow the instructions to process the registration. A green check means that you have officially registered for the course. A red X means that the registration did not go through. At that point you need to see why your attempt to register in that class failed. Check to see if the course is full or if it requires pre-requisite classes that the system does not know about.

There are some on-line tutorials which give you instructions on how these resources work. Here is a link to those tutorials: https://lsa.umich.edu/advising/policies-procedures/drop-add/wolverine-access-tutorials.html

 I also want to emphasize that you may not be able to register for a full load of classes in advance, but we'd like to have most of the work done before you arrive, if at all possible. For those of you here as an

exchange student, we will not be able to remove the U-M tuition charge from your account until you have registered for at least 12 credits.

During Orientation, you will be able to work with some of our academic advisors to look over your schedules and to strategize what steps you might take to gain access to other courses you have been considering.

Looking forward to meeting you!
Sarah