

UMW New Student's Express Guide to Advising & Registration

NETWORK ID AND EMAIL

Your Net ID establishes you as a member of the UMW Community, so securing this access to the EagleNet portal is an important first step! Your Net ID will be available online.

- To look up your Net ID and temporary password, go [here](#). Follow the directions! If you have any problems logging onto EagleNet, call the [UMW HelpDesk](#) at (540) 654-2255. (Academic and Career Services cannot assign NetIDs.)
- You can sign into your UMW email by using [your Net ID][@mail.umw.edu](mailto:yourname@mail.umw.edu).
 - Go to www.umw.edu, click on Helpful Links, click on email (the envelope icon).
 - Click on the red Eaglemail button to log into your email.
 - Next you will access your email by entering your email address and your temporary password (first letter of your first name [upper case] + first letter of your last name [lower case] + last four of social security number + 2 digits for birth month). If you have any problems logging into your email, call the [UMW HelpDesk](#) at (540) 654-2255.



INITIAL CONTACT

Academic and Career Services handles all pre-registration advising for your first semester at UMW. Academic and Career Services offers campus appointments to all new transfer students. Shortly after you have paid your Admissions deposit, you will receive a phone call from a Student Success Coordinator (SSC) to begin your academic transition. The SSC will offer to schedule a phone or an in person appointment if desired. If you miss the call, please return it as soon as possible by calling (540) 654-1010.



ADVISING AND REGISTRATION

Prepare for your Academic and Career Services Appointment!

Here is an overview of tools and resources to help you prepare for your advising appointment.

- Review your UMW transcript in [Banner](#) which can be accessed through the EagleNet portal. You will receive a copy of your initial transcript evaluation from the Office of the Registrar. Be certain your previous coursework (final transcripts, AP scores, etc.) is complete. If your previous coursework is not yet in the system and you are unsure about how it will transfer to UMW, review the Registrar's webpage for [AP](#), [IB](#), [Cambridge](#), or [Virginia Community College](#) transferrable credit.
- It may be helpful for you to run a "What-If" Analysis to help you identify courses required for your degree. If you have a major course of study in mind, this would be a good idea. Here are the steps to complete a "What-If" Analysis:
 - Log in to [EagleNet](#); go to Banner Self-Service → Student & Financial Aid → Student Records → Degree Evaluation.
 - Select the correct term and campus, click **Submit**.
 - On the next page, scroll down, click on the link on the bottom right entitled Degree Evaluation (if you have already declared a major) or "What-If" Analysis (if you are currently undeclared).

If you are a declared major, you can stop here. Your degree evaluation will come up. Otherwise, continue to run the "What-If" Analysis.
 - Select the term and click **Continue**.
 - Select the degree program in which you are considering majoring and click **Continue**.
 - Under the First Major Option, select the department of the major. Select the term, click **Submit**, and click **Generate Request**.
 - When you scroll down through this analysis, the requirements are on the left. This analysis contains four main areas of interest for you at this time: General Education, Experiential Learning, Writing-Speaking Intensives, and Major.
- View the [Open Courses](#) listing to identify classes. To organize your preferences, consider using a copy of the [Scheduling Worksheet](#) and a [Course Registration Form](#). You will be using the CRN (Course Registration Number) to register for classes.
- Bring a completed Course Registration Request form with you to your pre-registration advising appointment in Academic and Career Services as well as a copy of your unofficial transcript.



*We know that the process can be **overwhelming** at first.*

We are here to help!

*If you have trouble with any of the above steps, an SSC in **Academic and Career Services** will be happy to help you through a degree evaluation or “What-If” Analysis.*

SCHEDULING TIPS

- Full-Time student status is between 12 and 18 credits. We recommend you register for no more than 16 credits your first semester at UMW.
- You must meet a minimum number of credits and satisfy requirements in three categories to graduate: a [Major Program](#), the [General Education Curriculum](#), and the [Elective Requirement](#). A balanced schedule includes components of all three sections. Keep in mind that some of your graded elective courses can be used to complete a [Minor](#) or pre-professional interests such as [Allied Medical](#), [Pre-Medical](#), [Pre-Dental](#), [Pre-Veterinary Medicine](#), [Pre-Law](#), and [Teacher Education](#).
- As a transfer student, you will not need to take a First-Year Seminar course. That General Education Requirement is satisfied (well, *waived* actually).
- Student athletes should set aside time for practice from 3:00 pm to 6:00 pm, Monday through Friday, and schedule as many classes as possible between 8 am and 1 pm to avoid academic conflicts when traveling to away competitions. Early morning classes fit student athletes’ schedules better than late afternoon, evening, and night classes!
- One of the General Education Requirements is completing a language (other than English) through the intermediate (202) level. If you have previous experience with a language, the Language Placement Test can be used to determine the level at which you should begin language study at UMW.



REGISTERING ONLINE

- To register, log on to EagleNet → Banner Self-Service → Student & Financial Aid → Registration → Register or Add/Drop Classes.
- Select the **term** and **campus**, then click Submit
- On the following page, enter the CRNs at the bottom of the page. You can enter all of the CRNs at the same time (one class per box). Click **Submit Changes**. If a class is

successfully added, it will indicate “*Web Registered*” Otherwise, a flag will alert you that registration is not possible (such as “*course is full*” or “*pre-requisite not met*”).

- If you are missing a pre-requisite or if transfer work has not been evaluated, you may need to contact Academic and Career Services or the department chair of the desired course in order to be considered for “out of sequence” permission.
- An alternate method of registration is logging on to EagleNet → Banner Self-Service → Student & Financial Aid → Registration → Look-Up Classes to Add → Select Term → click Submit. This tool allows you to look up classes by discipline.
- After you have registered, ***print a copy of your schedule*** in the Registration section of EagleNet. Any time you make changes, check your Banner schedule, and save a copy for your records.

ORIENTATION AND BEYOND

- Transfer students must attend New Student Orientation, Friday, **January 10, 2014**, where they will be a part of a Transfer Student group, led by Orientation Leaders (OLs) who are transfer students themselves.
- You will be assigned a Student Success Coordinator as your advisor until you declare a major. In subsequent semesters, you will meet with the Student Success Coordinator to discuss your progress, review academic plans, and get help with selecting your next semester courses.

Welcome to the University of Mary Washington!



UNIVERSITY OF
MARY WASHINGTON

where great minds get to work