Enrolling at Notre Dame is a new beginning. We’ll Help You Find What’s Next.

Welcome to the
First-Year Student Registration Preparation Guide

In the coming weeks, you will work with your First Year Advisor to build your fall course schedule and the first stage of your academic journey will begin to take shape. Before you meet with your advisor this July, it is required that you utilize this First-Year Student Registration Preparation Guide to track your own preparation, review, and create the necessary documents. After you thoughtfully and thoroughly complete these items below, your advisor will be able to walk alongside you to ensure that your first semester at Notre Dame is informed by your academic interests and goals, course preferences, credit by examination, and requirements for your current intended area of study. Your first steps home are almost complete, but your journey is only beginning. Welcome to Notre Dame!

Use the steps outlined in the following pages to track your completion of the required ways to Prepare for your upcoming advising meeting, Review critical information regarding Curriculum Requirements and Course Registration, Create necessary sheets and documents, Attend Your July Advising Meeting, and Follow-Up by checking Concise Student Schedule within inside.nd.edu to view your finalized fall course schedule. If you have any questions, please contact your advisor or firstyear@nd.edu.
Step One: Prepare

- **AP Scores**: Review the AP Exam Credit page for information on:
  - How AP credit is applied
  - How to verify that we have received your test scores and
  - How to send your scores to us if we do not yet have them

- **Calculus**: Students planning on registering for Calculus 2 or 3 in the fall semester must complete the Calculus Proficiency Quizzes. If you are required to take the quizzes, you would have received an email from the Center for University Advising in June.

- **Language Courses**: If you are considering taking a language course in the fall semester and do not have AP credit you must take a language placement exam. If you are taking German you will need to take the placement exam - even if you have AP credit.

- **Accommodations**: If you had a 504 plan or an IEP in high school or otherwise may require academic accommodations, please complete the Sara Bea Center for Student Accessibility Services' Online Accommodations Request Form.

- **Scheduling your July One-on-One Advising Meeting**: You will receive an email from your advisor via your Notre Dame Gmail account with instructions on how to sign up for a one-on-one advising meeting via Zoom. When you receive this email please register as soon as possible.
Step Two: Review

- **Curriculum Requirements:**
  - Degree Requirements
  - Core Curriculum
  - First-Year Sample Schedules
  - University Seminars
  - Advanced Credit and Placement
  - Summer Advising Meetings and Resources
  - First-Year Curriculum Guide
  - Exploring Your Possibilities Overview
  - Advising Team Meeting Resources

- **Course Registration Tools:**
  - Class Search in InsideND
  - The Schedule Planner tutorials:
    - How to Use the Planner tool
    - Video: How to Prepare for Your July Advising Meeting

- After July 1st, visit Concise Student Schedule in InsideND to see in which courses you have been pre-registered. Pre-registration may be determined by your intended college program and/or student activities.
Step Three: Create

- Log into your Google account using your ND NetID and password.

- Access My Fall Course Worksheet and select “Use Template.”
  - Within the electronic worksheet, list at least 10 courses for which you are interested in registering.

- Access My Weekly Class Schedule Grid and select “Use Template.”
  - Fill in the dates and times that all of the classes you have chosen meet. It is OK at this point if some of the class meeting times overlap because we will only be registering you for only 5 or 6 of these courses.

- Save the completed Worksheet and Class Schedule Grid within your ND Google account’s Google Drive. (The worksheet and grid are Google Documents which will save automatically to your Google Drive. To retrieve them in preparation for your July Advising Meeting, go to “My Google Drive” or access drive.google.com via your ND Google account.)

- Navigate to Schedule Planner and enter your selections from the previous two documents. (See Step Two: Review for guides on how to use the Planner tool.) Once your selections are entered, your advisor will be able to view your requests and make changes as you discuss your interests and priorities during your July Advising Meeting.
Step Four: Attend Your July Advising Meeting:

- You and your advisor will work together to build an appropriate fall course schedule during your July Advising Meeting. Have the following documents available prior to your meeting:
  - Your completed Fall 2020 Course Worksheet
  - Your completed Weekly Class Schedule Grid
  - Your completed Schedule Planner
  - A list of all AP and IB test scores (to compare with a list from your advisor)

- To access your meeting, open the registration meeting confirmation email and click on the included Zoom meeting link. This link will enable you to join your Zoom meeting with your advisor.

- With your Worksheet and Schedule Grid available, and your Schedule Planner open, review and discuss your course selection and confirm your fall course schedule with your advisor.

- Remember to discuss your AP and IB test scores with your advisor so that you are clear on how they can be applied.

Step Five: Follow-up after your Advising Meeting

- After your July Advising Meeting has concluded, we will register you for the courses that you and your advisor selected. Please be aware that while we will do our best to accommodate your initial class selections, adjustments may be made if time conflicts are discovered or seats become unavailable.

- 24 hours after your meeting with your advisor, navigate to Concise Student Schedule within inside.nd.edu to review your finalized fall course schedule.