Calendar
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Class Search goes live</strong></td>
<td><strong>Holds, time tickets available in NOVO</strong></td>
<td><strong>Registration planner available</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21 Winter break begins</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25 ND closed for Thanksgiving holiday</td>
<td>26 ND closed for Thanksgiving holiday</td>
<td>27 ND closed for Thanksgiving holiday</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Deadline to complete registration planner</strong></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7 Holds placed for students who have not completed planner</td>
<td>8</td>
<td>9 FY registration time tickets active</td>
<td>10</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>21 ND closed for Christmas</td>
<td>22 ND closed for Christmas</td>
<td>23 ND closed for Christmas</td>
<td>24 ND closed for Christmas</td>
<td>25 ND closed for Christmas</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>28 ND closed for Christmas</td>
<td>29 ND closed for Christmas</td>
<td>30 ND closed for Christmas</td>
<td>31 ND closed for Christmas</td>
<td>Jan 1 ND closed for Christmas</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
<td>Saturday</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------</td>
<td>--------------------------</td>
<td>-----------</td>
<td>----------</td>
<td>-------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 ND closed for Christmas celebration</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>ND closed for Christmas celebration</td>
<td>ND closed for Christmas celebration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
By the end of your second semester you must have completed the following requirements:

- **Writing & Rhetoric** (or AP/IB credit)
- **University Seminar** (go to FY website for course descriptions)
- **Moreau First Year Experience** (FYS 10101 first semester and 10102 2nd semester)
- **26 credit hours** (not including AP/IB credit or credit earned by exam).
Your Spring schedule must include:

- Five 3+ credit courses

PLUS

- FYS 10102 - Moreau First Year Experience (any section in any neighborhood)
Look for courses that fulfill:

- **University Core Requirements**
- **College Requirements**
- **Language Requirements** (only Colleges of A&L and Science)
AP/IB

- Make sure all of your AP & IB credits have been recorded.
- Go to My Test Scores in inside.nd.edu to check.
- If we do not have all of your AP scores, log in to your College Board Account. Click “Download score report” in the upper right corner of the page. Save the score report as a PDF, and email it to your first-year advisor as an attachment.

Language Placement Exams

- All students who plan to enroll in their first language course are required to take a language placement exam.
- If you haven’t completed a placement exam already, you still have time. Go to the department offering your language of choice for information on how to take the exam.
View **Sample First Year Spring Schedules** for each major on the First Year Advising website.
NAVIGATING NOVO
Attributes: Registrar codes used to identify academic requirements

Banner: The student information system used to maintain student records and track student enrollment.

Classification: Your status based on number of semesters in attendance and number of credits earned (first year, sophomore, etc)

Corequisite Course: A course that must be taken at the same time as another course (typically a lecture and lab, or lecture and tutorial)

Cross-listed Course: A course that is listed under two different CRNs.

CRN: (Course Reference Number): A 5-digit number used to identify a particular class or section of a class

Departmental Approval (and overrides): A restriction in the system requiring that a student contact the department offering course to gain permission to register.

DUS (Director of Undergraduate Studies): The faculty member in a department to contact for more information about a major/minor.
**Hold**: A restriction placed on a student’s Banner record which prevents them from registering for classes.

**NOVO**: The software system used to add and drop classes.

**Overload**: When a student is approved to register for more credits than is granted by default.

**PIN**: The personal identification number used to gain access to class registration in NOVO. PINs are distributed by the student’s major department or advisor. (PINs are not required for Spring 2021 registration).

**Prerequisite**: A course that must be successfully completed before another course can be taken.

**Restrictions**: The criteria a student must meet in order to register for the course. If you see “Departmental approval req’d” listed as a restriction, contact the DUS of the department offering the course for permission to enroll in the course.

**Seat Allocations**: The maximum seats available for a select population (eg. FY students) in a particular class (eg. God and the Good Life)

**Time conflict**: Occurs when the end of one class overlaps with the beginning of another.

**Time ticket**: The date and time a student’s registration period begins.
Course Levels

10xxx Level
    • Typically first year or introductory classes

20xxx Level
    • Typically for sophomores, second level courses, and some major classes

30xxx Level
    • Typically junior level classes, courses for a major, and more advanced classes (good idea of what a major is like)

40XXX Level
    • Typically a senior level course designed for a major or a student with advanced knowledge/skills in topics covered in course
NOVO
REGISTRATION
STATUS & HOLDS
Go to inside.nd.edu and select NOVO Registration - Status and Holds
Select Spring Semester 2021 and enter your NDID (your 902 number)
Select Registration Status and Holds
This page will list your curriculum status and the holds on your record. Holds that will **not** prevent you from registering will be in green.

If you have holds that prevent you from registering, please contact the office responsible for placing the hold.

This is also where your time ticket information is listed. Your time ticket is the date and time when you can begin registering for courses.
CRNs, or **Course Reference Numbers**, are the numbers that Banner uses to identify each individual course section, whether it is a lecture, lab, tutorial, discussion, or another type of class. Each CRN is unique to the course section it is identifying.

When it comes time to register for classes, the easiest way to make your changes to your planner is to enter the CRNs of your alternative course choices, so take note of the CRNs as you are conducting your search.
Go to inside.nd.edu and navigate to NOVO Browse Classes
NOVO Browse Classes

Class search will go live on Monday, November 9th
Enter the subject and course number to search for specific classes.
NOVO Browse Classes

SEARCHING BY COURSE TITLE

Enter a keyword from the course title and the subject.
All courses that match your search criteria will appear
Click on the Course Title and a pop-up with all of the course information will appear. Click each tile to view. Take note of CRN (Course Reference Number).
Class Details

Provides information including: campus, section number, subject, course number, course title, credit hours and grade mode
List the instructor, days/times and locations of class, as well as the starting and ending dates.

This is also where you can see if the course is being offered online, in person or in hybrid form.
Enrollment Information

- Instructor/Meeting Times
- Course Description
- Restrictions
- Corequisites
- Prerequisites
- Cross Listed Courses
- Attributes
- Bookstore Links
- Fees

Shows the maximum number of seats offered as well as the actual enrollment at the time of the search.
Course Description

Describes a short description of the learning outcomes and/or material covered in the class.
Restrictions

Lists the enrollment criteria students must meet in order to register for the course.
Corequisites

Lists any other classes that you also need to be registered for while taking this course.
Prerequisites

Lists the class(es) that you must have successfully completed in order to register for this course.
Cross Listed Courses

Lists the courses that are also offered under different course numbers.
Attributes

Lists the academic requirements that the course fulfills (see Registrar description for a more detailed explanation of attributes)
Bookstore Links

Links you to the Bookstore so that you can order the books required for the course
Fees

Lists the additional costs associated with the course.
Common Registration Errors

- **Time conflict:**
The course selected conflicts with a course that’s already on your schedule.

- **Missing prerequisites or corequisites:**
The course requires credit for another class to be on your record, or you need to also select a lab and/or discussion that is a component of the course.

- **Departmental approval required:**
The course is one that first-year students need permission to take or requires placement (e.g. language courses) from the department.

- **All seats taken:**
The course is full. Advisors cannot create seats in full classes.
<table>
<thead>
<tr>
<th>Issue/Question</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>The class I need is full</td>
<td>If the course is a requirement for your major that must be taken in the spring, contact your advisor. They will work with the appropriate departments to secure you a seat, though they cannot guarantee that it will be in your preferred section.</td>
</tr>
<tr>
<td>The course description says that departmental approval is required</td>
<td>Contact the department offering the course.</td>
</tr>
<tr>
<td>I would like to take more than 19 credits</td>
<td>Contact your advisor.</td>
</tr>
<tr>
<td>I have a hold that is preventing me from registering</td>
<td>Contact the office who placed the hold. It will be listed in the Registration Status and Holds page in NOVO.</td>
</tr>
<tr>
<td>I am having technical issues</td>
<td>Contact OIT.</td>
</tr>
<tr>
<td>I have AP and/or IB scores that I need to report</td>
<td>First, check “My Test Scores” in inside.nd.edu. If you have scores that are not listed, send them to your advisor.</td>
</tr>
<tr>
<td>Issue/Question</td>
<td>Contact</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>I would like to take my first language course and need to take a language</td>
<td>Contact the department offering the language:</td>
</tr>
<tr>
<td>placement exam.</td>
<td>Romance Language and Literatures</td>
</tr>
<tr>
<td></td>
<td>Catalan  French  Portuguese</td>
</tr>
<tr>
<td></td>
<td>Creole  Italian  Spanish</td>
</tr>
<tr>
<td></td>
<td>German  Russian</td>
</tr>
<tr>
<td></td>
<td>Classics</td>
</tr>
<tr>
<td></td>
<td>Greek  Latin</td>
</tr>
<tr>
<td></td>
<td>East Asian Languages and Cultures</td>
</tr>
<tr>
<td></td>
<td>Chinese  Japanese  Korean</td>
</tr>
<tr>
<td></td>
<td>Center for the Study of Languages and Culture</td>
</tr>
<tr>
<td></td>
<td>Hindi  Quechua  Swahili</td>
</tr>
</tbody>
</table>
Pre-registration Preparation

Registration will begin on December 9th:

- Make a list of the CRNs for the courses for which you are interested in registering
- If you plan to take a class that has restrictions, contact the department for an override, and double check with them that it has been entered
- If you plan on taking your first language course, complete the language placement exam
- Check and double check for time conflicts and restrictions
- Prioritize what courses are most important so that you know to register for them first
Don’t Panic.

You have until **January 8th** to finalize your Spring schedule and your advisor will be available if you have questions or run into roadblocks.
GOOD LUCK