

The Registrar's Office welcomes you to the Wartburg community! Please remember the Registrar's Office is a resource for registration and academic policies/procedures.

In preparation for registering for classes at SOAR:

1. You do not need to have your major decided, and most students have not made that decision. If you aren't sure, please be thinking about those majors you are considering and discussing those options with your advisor.
2. For those of you who have taken college credit courses while in high school, be sure you contact those colleges to have your transcripts sent to our Admission's Office. We need an official transcript to award credit. You will receive confirmation via your Wartburg email once we receive your official transcript.
3. For those of you who have earned AP credit, make sure you have your scores sent to Wartburg via College Board.

Registering for classes:

1. You are pre-registered for courses for your first year. These courses were selected based on multiple individuals reviewing your transcripts, SOAR information and major interest.
2. You should think of your registration as consisting of courses which are required (major or general education) and elective. The elective courses are used to help you determine a major and take courses that interest you based on the subject. The courses are counting towards your 36 hour graduation requirement.
3. You will have an opportunity to meet with your advisor. If you have questions or concerns regarding your courses, please discuss them with your advisor. Your advisor is an important resource.
4. In that meeting, make sure your advisor is aware of your **major interest, college credit and AP credit.**

Academic information:

1. The normal course load for fall and winter term is 4 course credits. In May term, you will register for 1 course credit. Please note that 3 course credits in fall and winter is considered full-time.
2. Students can make changes to their registration; however, this should first be discussed with their advisor. There are some courses which should not be dropped since it will impact graduation requirements and length of time to graduate.
3. Your foreign language placement is based on the number of years you had foreign language in high school.
4. Academic success requires a commitment on your part to make academics your number one priority. Remember for every hour you spend in class, it is recommended you spend 2 hours outside of class studying.

Beyond Soar:

1. Be sure to have your final high school transcript sent to our Admission's Office.
2. If you earned college credit, be sure those colleges send an official transcript to our Admission's Office.
3. Check your schedule on MyWartburg in mid-July to confirm the courses listed for each term. Review your schedule prior to ordering textbooks in case changes were made.
4. If you need to make changes to your registration before you return to campus, please contact your advisor. Please note that you will be meeting with your advisor prior to the start of classes in the fall.
5. You **must** routinely check your Wartburg email for communication from your advisor, Registrar's Office, Financial Aid, Business Office, Residence, etc. Email is the official communication of the college.
6. If you have any questions regarding registration, please contact the Registrar's Office (regoffice@wartburg.edu).

Questions? Have a great SOAR and we look forward to seeing you in the fall.