

# UG ADVISING/REGISTRATION WORKSHEET

Date: \_\_\_\_\_ ID Number: \_\_\_\_\_ Year: \_\_\_\_\_ Term: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

**ADVISORS: PLEASE INITIAL ANY CHANGES OR CORRECTIONS**

<b>REQUIRED Information</b>			Info below may change – Check MyAU portal before class.			
Check one	Course Section (Ex.: AC 202 01)	✓ if Avila Adv.	Course Title	Cr. Hrs.	Time	Check Day(s)
1 <sup>st</sup> Choice						M T W R F S
Alternate						
1 <sup>st</sup> Choice						M T W R F S
Alternate						
1 <sup>st</sup> Choice						M T W R F S
Alternate						
1 <sup>st</sup> Choice						M T W R F S
Alternate						
1 <sup>st</sup> Choice						M T W R F S
Alternate						
1 <sup>st</sup> Choice						M T W R F S
Alternate						
1 <sup>st</sup> Choice						M T W R F S
Alternate						

**NOTE: If you are enrolling in a course outside of your division (i.e. Traditional student enrolling in an Advantage course, etc.), signature approval is required from the division that is offering the course you wish to enroll in.**

**Division Approval:** \_\_\_\_\_

**REQUIRED - Check all that applies:**

- Secondary Education Minor &/or Second Major      Total Cr. Hours \_\_\_\_\_ See below if  
 F1-Visa Student                       Student Athlete                      over 18 hrs. \*\*

- If you are **WAITLISTED** for a class, check your Avila email for enrollment status update.
- If you do not attend an enrolled course, it is your responsibility to officially drop the course via MyAU as available or at the Registration Office.

\_\_\_\_\_  
 Advisor/SOAR Advisor Signature for First Major  
**(required)**

\_\_\_\_\_  
 Student's Signature (**required**)  
 Advisor Authorized  by telephone or  by email  
 New Student Preregistration (Student notified by Advisor)

\_\_\_\_\_  
 Advisor Signature for  
 Second Major  Minor

\_\_\_\_\_  
**\*\*Academic Affairs Signature if over 18 hrs. total**  
 In-person registration required for courses over 18 hrs

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❖ Registration information can be obtained from the [Registration and Student Records web site](#).

## General Information for all Undergraduate students:

**Weekend Intensive courses require reading & homework assignments prior to 1<sup>st</sup> day of class from the following link:**  
 Students should access a copy of the reading assignment in the library or on-line at the [library](#) web site. Select “Electronic Reserve.”  
**Information for accessing Canvas for course assignments will be given by the instructor.**

**ALSO PLEASE NOTE the following:**

- 1) Placement requirement courses below may be either completed or in-progress at time of enrollment.
- 2) Required scores for placement exams, ACT, and/or SAT must be entered into your electronic record **BEFORE** enrollment.
- 3) Allow adequate time for processing of off-campus transcripts before advising and enrolling.
- 4) Developmental English course work completed at another institution may satisfy the English prerequisite at Avila.
- 5) Developmental math course work completed at another institution may satisfy the math prerequisite at Avila **ONLY** if completed within **five years prior** to time of enrollment.
- 6) Students who have Avila math placement exam scores, ACT math scores, or completed prerequisite course work (at Avila or another institution) that are **more than five years old** must complete the Avila math placement exam **BEFORE** enrollment in developmental or foundations level math courses at Avila.
- 7) Students may enroll in General Chemistry I (CH 131) or Advanced General Chemistry (CH 135). Placement for CH 135 is based on a student’s ACT score in Science or on the Avila University Chemistry Placement Exam.

Course	Pre-req	ACT English/Math	SAT Verbal/Math	Accuplacer taken before Jan. 1, 2017	Accuplacer taken Jan. 1, 2017 – Jan 22, 2019	Next Gen. Reading	Next Gen. Quan. Reasoning, Alg. & Stats
EN 095	None	≤ 19	≤ 474	≤ 4	≤ 4	≤ 249 (scores between 237 – 249 may test again)	N/A
EN 111	EN 095 OR EN 095 w/'C' or better	20 to 24	475 to 555	≥ 5	≥ 5	250 - 275	N/A
EN 112	EN 111 OR EN 111 w/'C' or better	≥ 25	> 555	N/A	N/A	≥ 276	N/A
MA 092	None	≤ 16	≤ 414	≤ 44	≤ 39	N/A	≤ 236
MA 114 & 115 OR MA 114 & 120 OR MA 114 & 155	MA 092 w/'C' or better	17 to 19	415 to 470	45 to 95	40 to 62	N/A	237-262
MA 115 OR MA 120 OR MA155	N/A	≥ 20	≥ 475	> 95	63 to 85	N/A	≥ 263
MA 121	MA 120 w/'C' or better	≥ 25	≥ 580	N/A	86 to 102	N/A	See Math Chair
MA 125	MA 120 w/'C' or better	≥ 23	≥ 540	N/A	86 to 102	N/A	See Math Chair
MA 241	MA 121 OR 125 w/'C' or better	≥ 27	≥ 620	N/A	> 102	N/A	See Math Chair