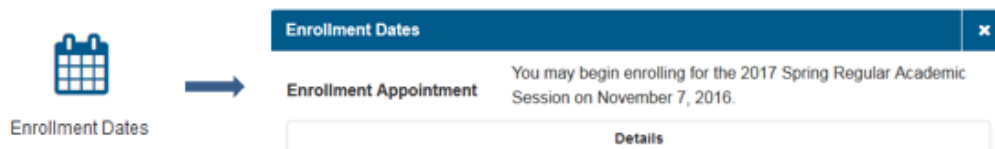


# Pre-registration for Undergraduate CS/IT Students!

*It is imperative that you follow closely the guidelines below to ensure proper and timely registration.*

Students are assigned starting dates based on the number of earned credits so that not all students begin on the first day of registration. **Log into your WISER account to find out your enrollment appointment date.**

**FIND YOUR ENROLLMENT APPOINTMENT DATE:** This is the date that registration opens for you! Your access period will begin at 7:30 a.m. on your appointment date! To find your date, click on the Enrollment Dates icon on your student center and your enrollment date will be displayed.



**REMEMBER TO START YOUR REGISTRATION BY JANUARY 9 (SPRING) OR MAY 31 (FALL) TO AVOID THE \$100 LATE FEE**

Once again, **HOLD(S)** have been placed on your name in the Office of the Registrar, effectively barring you from registering until they have been removed.

**CHECK YOUR HOLDS:** Check for any holds that need to be cleared before you register. Click on the HOLDS icon on your student center and details about your holds will be displayed.



1. **To clear your advising hold**, you will need to meet with your advisor. Your advisor will help you review your academic plan and pick classes. Follow the steps below:

- **You can find your advisor by logging on WISER and clicking on the advisor icon.**



- Then check your advisor's office hours and contact information by clicking on the link: [http://www.cs.umb.edu/umbcs/documents/office\\_hours.pdf](http://www.cs.umb.edu/umbcs/documents/office_hours.pdf)
- You can visit your advisors during their office hours or schedule a meeting with them via email. **Please be sure to follow the email that is listed on the link above.**
- During your meeting, you must bring the **Department Major Check of Sheet and Degree Audit** ([How to Run a Degree Audit](#)).

**Click the link to get the Department Major Check of Sheet for:**  
[CS-BA \(Bachelor of Arts\) and Certificate Major Advising Form](#)  
[CS-BS \(Bachelor of Science\) Major Advising Form](#)  
[IT-BS Advising Form](#)

- At the end of your meeting, the Department Major Check-Off sheet with your advisors signature will be returned to you.
  - Drop this sheet to the Computer Science Department (Science Building, 3rd Floor, Room 132) or scan and email the sheet to [gemma.galecia@umb.edu](mailto:gemma.galecia@umb.edu).
2. **OTHER HOLDS:** If you have other holds in your WISER account besides advising hold and want to clear them, click on details and it will provide you information on how to remove the holds.

Once all **HOLDS** have been cleared from your WISER account thus permitting you to register for your courses during the registration period.

**FIND YOUR COURSES NOW:** You can review course selections and put your choices into your Shopping Cart before your registration period opens. Then you will be ready to go when registration opens.

Winter and Spring courses can be found on the Course Wizard at: [http://www.umb.edu/academics/course\\_catalog](http://www.umb.edu/academics/course_catalog)