

Web Registration FAQs

Q: Once my time ticket is open, how long do I have to register?

A: Your time ticket for web registration closes on the day before the term begins for fall and spring terms, and on the last day to add/drop course for each summer session. You have until then to register yourself and to make any necessary registration changes. It is to your advantage to register for classes as soon as you are able, in order to ensure the best selection possible. During add/drop week for fall and spring terms, you may only make changes in person at the Registrar's Office.

Q: If I have two advisors, who do I go to for registration clearance?

A: While it is important for you to speak with both your advisors, only one advisor needs to grant registration clearance in order for you to register.

Q: How was my time ticket assigned?

A: By a randomly generated computer program – it's simply the luck of the draw. Time tickets are assigned to groups within each class. Class standing is based on the number of earned credits you have completed to date (check the cumulative "earned" column on your unofficial transcript). So it's random within the senior class, random within the junior class, etc.

Q: One of the classes I want is closed; what do I do?

A: Your best option is to register for another section of the same course, or to select an appropriate course from your list of alternates. However, if you want to pursue getting into a closed class, you must use a Course Authorization Form and obtain approval from both the instructor of the course and the department chair in which the course is offered. This approval is at the discretion of both those parties. Authorization forms are found on the Registrar's Office website under the Forms link.

Q: How many alternate courses should I list on my Registration Worksheet?

A: This answer depends on your class standing and degree program; your advisor can help answer it. Generally, seniors need very few alternates, if any. For freshmen, a good rule of thumb is 2 or 3 alternates for each first-choice course. As registration is progressing, keep checking the list of course offerings on the web for closures. If necessary, meet again with your advisor to discuss alternates prior to your time ticket opening.

Q: What if my advisor is not available to grant me registration clearance or sign my Registration Worksheet?

A: This should only happen in rare circumstances – make sure to contact your advisor for an appointment plenty of time prior to your registration day. If it does happen, you may request a signature on your Registration Worksheet from the department chair of your major, the academic dean of your school, or a professional advisor in the ARC.

Approval from any of these parties is at their discretion. Once a signature is obtained on the worksheet, you may bring it to the Registrar's Office for assistance. The Registrar's Office will only register students with a valid signature.

Q: Can I get my unofficial transcript off my.bellarmino?

A: Yes! Just login to my.bellarmino, click the student tab, then Registrar's Office folder from the links along the left side of the page. The unofficial transcript link is on the left of the page.