

# SPRING 2010 – ADVISING & REGISTRATION

Dear Students:

The registration period for the traditional Spring term will begin November 2, 2009 and end November 6, 2009 online through IQ WEB (this does not include Seymour Johnson classes). We want to help in every way possible to ensure you get the courses you need and want. *It is extremely important for you to avail yourself of this opportunity to register, as classes will close when they reach the established class capacity.*

Some classes fill up quickly. However, if you follow all registration procedures, your class schedule will include the courses needed for your chosen curriculum. Timely completion of the following procedures will assist you and your advisor to arrange a conflict-free schedule suitable to your work and study plans. **Also, student and advisor requests for updated curriculum evaluations should be made prior to [October 19](#).**

## **SIGN UP FOR YOUR ADVISEMENT APPOINTMENT**

**October 26 – November 6, 2009:** Check the form posted on the wall/door of your advisor's office and fill in a time for your appointment. You must have a face to face meeting with your advisor prior to your classification registration period. If you are not advised on time, you can expect that your registration will be delayed. *This procedure is a must!* The class schedule will be viewable on IQ Web on October 19th. If you have any questions about the schedule, please check with your advisor or the Registrar's Office.

## **IQ-WEB ONLINE CLASSIFICATION REGISTRATION SCHEDULE**

<b>Monday</b>	<b>(7:00 am – 5:00 pm)</b>	<b>November 2</b>	<b>Seniors</b>
<b>Tuesday</b>	<b>(7:00 am – 5:00 pm)</b>	<b>November 3</b>	<b>Juniors</b>
<b>Wednesday</b>	<b>(7:00 am – 5:00 pm)</b>	<b>November 4</b>	<b>Sophomores</b>
<b>Thursday</b>	<b>(7:00 am – 5:00 pm)</b>	<b>November 5</b>	<b>Freshmen</b>
<b>Friday</b>	<b>(7:00 am – 5:00 pm)</b>	<b>November 6</b>	<b>All Classifications</b>

**November 2-6:** See your advisor at the appointed time for registration approval. **Your advisor will assist you in completing your schedule on IQ WEB for Spring 2010.** Upon completing your schedule with your advisor, you will be given access to go on line and register and/or make schedule changes anytime after your appointed registration date (see above). You may access IQ WEB from then until 5pm, Friday, **November 6**. **A Student IQ WEB Manual (which includes registration instructions) can be found at [www.moc.edu](http://www.moc.edu) by clicking on the IQ Web link on our home web page.**

**NOTE: Please keep in mind that by registering on-line, you are acknowledging that you will be attending classes and will fulfill all associated financial obligations. Students with HOLDS on their records will not be able to register until the hold is removed.**

If you have any questions regarding these registration procedures, please check with your advisor or the Registrar's Office.

Sincerely,

David L. Bourgeois  
Registrar