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## SPECIAL NOTE FROM THE COLLEGE REGISTRAR

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### STEPS TO BE FOLLOWED BEFORE ENTERING A COURSE TO YOUR SCHEDULE

- Prepare the schedule of courses you are planning to take, with alternatives in case you find a section/course closed.
- **Prerequisites** for each course may be checked at [www.acg.edu/deree/course\\_search.php](http://www.acg.edu/deree/course_search.php)
- **Prerequisites and course-level violations**

It is **entirely** the student's responsibility to observe course prerequisites and course-level policies. Failure to do so will result in cancellation of a student's registration after the change-of-course deadline.

**Course levels** are as follows:

<b>Students who have Completed:</b>	<b>May take:</b>
0 - 14 credits	1000-level courses provided all prerequisites, if any, have been fulfilled, or any course by virtue of advanced placement.
15 - 29 credits	1000- and 2000-level courses provided all prerequisites have been fulfilled.
30 - 59 credits	1000; 2000- and 3000-level courses provided all prerequisites have been fulfilled.
60 credits or more	Courses of any level provided all prerequisites have been fulfilled.

Also, please note the following:

- Junior College students may take courses at Deree College **for Junior College credit** only under all of the following conditions:
  - The student has earned a minimum of 45 credits.
  - The student is in good academic standing (CI above 2.00).
  - The student has met all prerequisites and/or co-requisites.
  - The course is open.
  - The course is a requirement in the student's intended major.
- Register on the specified day and time; otherwise, your chances of finding the courses/sections you want will be limited.
- **No over limits** will be allowed at any stage of registration (regular or late). In all cases, **courses have been scheduled to capacity** in order to help meet student scheduling requests.
- Keep in mind that, given the limitations of space, time, and room capacity, not all students' requests can be honored. We will do our level best to accommodate your scheduling needs, and ask that you be both reasonable and flexible during the registration process.
- It is the students' responsibility - especially of those students who choose to take courses at both campuses (APC & DTC) - to avoid for any time conflicts both in lectures and labs as well as in the Final Exam Schedule (Fall Semester 2010 as posted on our web pages).
- Before registration, students must make sure that they have cleared all their outstanding obligations and holds.