

REGISTRATION FOR THE SEMESTER OF YOUR RETURN
Lebanon Valley College Study Abroad Office

During your off-campus experience, you will need to register for the semester you will return to campus. The procedure is as follows:

Before your departure, you should:

_____ Select courses you wish to take during the semester of your return in consultation with your academic advisor. Be sure to select alternative courses, in case you are denied your first choices. Request that a copy of the courses you have chosen be placed in your personal file held by your academic advisor.

_____ Verify that your Access LVC password, as well as your LVC Webmail password, are valid. Memorize the passwords ~ and keep a written copy of the passwords with your parents (in a secure place) in case you forget them while you are away.

_____ Ensure all encumbrances are cleared at LVC or you will be unable to register.

During your off-campus experience, you should:

_____ Be prepared to communicate with your academic advisor via e-mail **at least 2 weeks before** the registration period is held. You should browse the LVC course list webpage, and then confirm the courses you wish to register for with your advisor.

_____ Register using Access LVC during the registration period assigned to you ~ click the "Check Registration Eligibility" link on the Access home page. If you should experience problems with Access LVC, you will make arrangements with the Registrar's Office via e-mail to register you.

*Please note: Registration dates for the priority registration period are assigned to students based on the number of credit hours successfully completed. This **does not** include semester credit hours students are enrolled in at the time of registration. Students should check Access LVC to verify how many course credits have been completed. All program participants will be registered for 12 credits, minimum for full-time status, during the semester off-campus UNTIL off-campus program transcripts are received and verified at the end of the semester.*

Please sign this form and submit it to the Study Abroad Office to acknowledge that you have read and understand the registration procedure during your off-campus experience.

Your Name _____
(Please Print)

Signature _____ **Date** _____