

## Registration FAQ

Utilize the Add/Drop Course Search on <https://my.cia.edu/ICS/Departments/Registrar/> to see what courses are available. Be sure to select the correct term.

### When can I register?

Registration is based on your expected graduation year, which is generally four years after you start at CIA. You will receive an email from the registrar's office when the class schedule is available to view. This email includes the registration timeline with the date registration begins for each group. It is critical you register as soon as possible to ensure you get the required courses you need.

### I'm not sure which classes I need to take. Who can help?

If you need help selecting your courses or verifying you're on track for degree completion, please make an [appointment](#) with your Advisor. It is recommended you meet with your advisor prior to your registration date as appointments fill up quickly.

### What is the difference between a prerequisite and a corequisite?

If a course has a prerequisite, then that prerequisite course must be taken first. If a course has a corequisite, then both can be taken during the same semester.

### Why can't I register for certain electives?

There are a variety of reasons. Some electives have prerequisites that need to be satisfied first. Some elects require permission from the chair to register. Other electives are limited to particular majors before opening to everyone. These elects typically have a note of "Elects mm/dd". The note includes the date when the elective course opens to all students for registration.

### How do I register for electives that require permission?

From your CIA email, email the chair of the major and copy [registrar@cia.edu](mailto:registrar@cia.edu). Let the chair know which course you are interested in taking and ask if they will permit you to register in the course. Let them know to reply all so our office is copied on their reply. If the chair gives you permission, then our office will add the course to your schedule if there is space in the classroom. With permission, if the classroom is at capacity, you will be added to the waitlist. Room capacities cannot be exceeded per fire safety regulations. If you are unsure of the chair to contact, please consult with your advisor.

### What is a waitlist?

If a course is full, you can add yourself to the waitlist. If a seat opens, students will be added to the course from the waitlist. There is no guarantee that you will get into the course from the waitlist. If you are added to the course, you will be notified via CIA email and can then make any other adjustments to your schedule via myCIA as needed. It is not recommended to drop a course if you are still on the waitlist for another course.

### What is the Add/Drop deadline?

The Add/Drop deadline is the last day students can make changes to their schedule for that semester. It is typically one full week into the semester and the specific date is always listed in the full [Academic Calendar](#).