

## Registering for Courses as an M.A. student

### **There are four types of courses that you can register for:**

1. Ground based/classroom
2. Online
3. A directed study for a course that is listed on the MA webpage under course descriptions
4. Individually designed course created by a learning contract

### **To register for a ground based classroom or on online course**

To register for a course in the M.A. program, you will first go to the M.A. website to identify potential courses:

<http://www.regis.edu/regisgpcd.asp?sctn=cphss&p1=ap&p2=mls&p3=cd>

You can then register using the online system or by calling University services, or by coming to Regis and going to the university services desk.

**NOTE:** Your main faculty advisor is not able to register or withdraw you from courses that are offered online or in the classroom. These processes all go through webadvisor or University Services.

The ground and online courses are offered in one of three formats:

1. Two-weekend intensives – 8:00-5:00 Saturday and Sunday
2. 8-week classroom – one night a week, 6-10pm, for 8 weeks
3. 8-week online

Make sure you pick the format that works best for you.

### **To register for a directed study for a course that is listed on the MA webpage under course descriptions**

If the course is listed on the MA web-page under course descriptions, but is not offered in the classroom or online, there are three steps to follow:

1. Look on web advisor to see if the course is offered in a GIS format. Not all courses are. If, for example, the course is taught online, it is not offered in GIS. Remember that MAPC 601, 602, and 603 courses are NOT offered in directed study. Any courses that are offered in an online format are NOT offered in directed study. If you cannot find the

course in a GIS format, you may contact your advisor and ask if it can be taken in that format.

2. If you can take the course in a GIS format, you must next locate an approved faculty for the course. Faculties are listed on web advisor and for specific courses you can contact your main advisor for help.
3. The student contacts the faculty listed for the course and requests the course in directed study in a specific 8 week semester.
4. If the faculty agrees then the student registers on webadvisor or by contacting University services.

**To register for an individually designed course in directed study by creating a learning contract**

If the course on your plan starts with a MAP 690 prefix, this means that the course does not exist and must be created. In order to do this the student follows these steps:

1. Contact a faculty from the list on the MA page in your discipline, or ask a major faculty for a recommendation.
2. Contact the appropriate faculty with a rough idea about learning goals and other thoughts about the class, as well as the 8 week session you would like to take the course in
3. If the faculty agrees to teach the course in a workable time period, then faculty and student work to create a learning contract using the template on the MA webpage.
4. Once the learning contract is complete it is sent to the major faculty for approval
5. The registrar will create the course and register the student only after the learning contract is received and approved.