



Summer 2012 REGISTRATION INFORMATION

The Summer 2012 Course Schedule is on Banner Web

From Kettering's Homepage (www.kettering.edu)

- Select *Current Student*
- Select *Registrar's Office*
- Select *Undergraduate Information*
- Select *Course Schedule*
- Select *Undergraduate Dynamic Class Schedule*
- Select *Summer 2012 Term*

This portion of the website is unsecured so you do not need your I.D and password to access the site. We recommend you either view on-line, or cut, paste and print the portions you need. The schedule will be updated as changes are made throughout the registration period.

PLEASE NOTE: Course offerings are subject to change based on faculty, student and facility constraints.

MAXIMUM CREDIT HOUR LIMIT

If your earned hours (prior to this term), plus attempted hours (this term) are

- **56 or greater**, you may register for 20 credit hours.
- **Less than 56**, you may register for 16 credit hours.

After current term grades are posted, if you meet the criteria noted below, you will be eligible to register for one additional course (4 credits) beyond the limits stated above. **This additional course may be added after the initial registration period, during online drop and add for summer 2012.**

- Your cumulative GPA is 3.5 or greater
- **and** you complete a minimum of 16 credits hours with no course withdrawals or failures in both the current term (Winter 2012) **and** your previous academic term (for most students, Summer 2011)
- You are not currently enrolled in MATH 100

If you choose to register for more than 22 credit hours, you will be charged additional tuition.

As always, schedules are subject to administrative adjustments based on academic performance as well as faculty, enrollment and facility constraints. If you have any questions, stop in the Registrar's Office, 3-309AB and ask or call extension 9583 (Registration) during regular business hours.

Note: Dual degree students must have their course selection form signed by both departments to receive PIN.

**SUMMER 2012 Registration
HELD 8TH – 11TH WEEKS
February 27 – March 24, 2012**

IF SUMMER 2012 WILL BE YOUR FINAL TERM AT KETTERING:

- 1) **Secure advisor approval** of your courses on the Final Academic Term Course Selection and Course Work Audit Form & receive Registration PIN.
- 2) **Final term registration online begins**, Monday, February 27, at 8:00 am through the end of the term. **All overrides, (closed course, time conflicts and pre-requisites), will be processed in Academic Departments.**

NOTE: Taking advantage of this early service will ensure your registration in the courses required for your graduation. If you are registering for your final academic term, please complete the Undergraduate Application to Graduate, <http://www.kettering.edu/registrar/docs/IAApplicationtoGraduate.pdf>. and return with the final academic term course selection and course work audit.

ALL OTHER STUDENTS REGISTER VIA THE WEB AS FOLLOWS:

Please note starting time for registration.

Web registration for each class standing begins at **9:00pm** on the dates below and runs through the end of the term. Each class standing (based on the earned hours, not class rank) will have a 24 hour window of opportunity to register for classes before the next standing will be allowed to register. Access to the website can be made from any internet connection.

REGISTRATION DATES:

<u>Current Class Standing</u>	<u>Registration Start Day, Date, Week</u>
SRII – EHRS > = 104 and not registering for final academic term	Monday..... March 5. 9th
SRI – EHRS 88-103	Tuesday March 6 9th
JRII – EHRS 72-87	Wednesday March 7 9th
JRI – EHRS 56-71	Thursday..... March 8 9th
SOII – EHRS 40-55	Monday March 12 10th
SOI – EHRS 24-39	Tuesday March 13 10th
FRII – EHRS 12-23	Wednesday March 14 10th
FRI – EHRS 0-11	Thursday..... March 15 10th

BEFORE YOUR REGISTRATION TIME, login to Banner Web and:

- Verify your registration time ticket
- Check for any holds that will block your registration. Report to appropriate department to have holds removed.
- Report any web problems to Registration, 3-309 AB ext. 9583

VERY IMPORTANT: Kettering reserves the right to withhold registration. Any delinquent balance on your account must be addressed prior to your registration. If you have any questions regarding your account, go to Student Accounts, Room 2-312 CC, prior to your posted registration time.

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**ACADEMIC ADVISEMENT – PIN DISTRIBUTION SCHEDULE
FOR SUMMER 2012 ON-LINE REGISTRATION**

To receive your registration PIN, all students must:

- 1) Seek advisement according to the schedule below, complete a “Course Selection” form and have it signed by an advisor;
- 2) Acquire registration PIN according to distribution schedule below.

Major	Class Standing	Advisement Procedure	Pin Distribution
Business	All	Department of Business, BUSN Majors – Monday, 7 th week, February 20, at 12:20 p.m. in the Department lobby Room 4-318AB for registration meeting. Lunch will be provided. There will be a sign up sheet for those students who miss this advisement meeting.	BUSN Dept, 4-318 AB, Monday, 7 th week, February 20, 2012, at 12:20 p.m. in the Department lobby
Computer Engineering and Electrical Engineering	All	Monday through Friday of 7 th Week, February 20 – February 24. Students will need to sign up with their advisor (list posted on wall in ECE) for a time.	ECE Department, 2-703 AB Your advisor will have your PIN.
Computer Science and Bioinformatics	All	Schedule appointment by seeking out the list of advisors: http://www.kettering.edu/cs/programs-study/computer-science-major/our-students If students have any questions, or cannot find their advisor, please see the CS Department head Dr. John Geske, (2-300A AB) (x7963) jgeske@kettering.edu.	See Dr. Geske for Pins, Room 2-300A AB
Applied Mathematics	All	Advisement is Tuesday, February 28, (Week 8) from 12:30 – 1:10 p.m., Math Conference Room, Room 2-100B AB. Pin numbers will be distributed at this time and Dr. Gawarecki will distribute the remainder pins. New students, please see Dr. Gawarecki, Room 2-100A AB.	Pins will be distributed at time of advisement
Applied Physics & Engineering Physics	All	Advisement is scheduled for Wednesday, February 22, (Week 7) from 12:20 – 1:15 p.m. in Room 2-617 AB (PAL Studio). Pins will be distributed at this session. Pizza and pop provided. New students please see Bahram Roughani, Room 2-323A AB.	Pins will be distributed at time of advisement. After that they will be available from Cheryl Cochran, Room 2-323, AB
Chemistry & Biochemistry	All	Thursday, February 23, 10 am – 3 pm Friday, February 24, 10 am – 3 pm Monday, February 27, 10 am – 3 pm See Dr. Stacy Seeley, Room 3-103 MC. Please have your course selection form completed before coming to advising session.	Pins will be distributed at the time of advising.

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Major	Class Standing	Advisement Procedure	Pin Distribution
Chemical Engineering	All	Thursday, February 23, 10 am – 3 pm Friday, February 24, 10 am – 3 pm Monday, February 27, 10 am – 3 pm See Dr. Stacy Seeley, Room 3-103 MC. Please have your course selection form completed before coming to advising session	Pins will be distributed at the time of advising.
Industrial Engineering	All	The IME Department will not hold a registration meeting this term. Advising information will be posted on Blackboard, IME A-Section Students, Monday, February 13. Advising sessions are by appointment in the IME Department, 1-700 AB, Weeks 7 and 8.	IME Department Room 1-700 AB, Monday through Friday, February 20-24, and Monday through Thursday, February 27-March 1, from 8:00 a.m. to 5:00 p.m. You must receive advisement in order to receive PIN.
Mechanical Engineering	Final Academic Term Students and students pursuing a dual degree. Final Academic Term & dual degree students & Upper-class ME students & those on academic probation	Wednesday, 7 th Week, February 22, 11:00 am – 1:00 pm Room 1-107 MC. This is a mandatory session for students registering for their final academic term and all ME students pursuing a dual degree. This session is not for Freshman 1 or new transfer students unless currently enrolled in a dual degree program. Friday, 7 th Week, February 24, 12:25 p.m. – 1:10 p.m. Room 2-102A/B-MC. This is a make-up advisement session for final term and dual degree students who missed the February 22 session. It is also an optional general advisement session for upper-class ME students and those on academic probation.	Wednesday, 7 th Week, February 22, 11 am – 1 pm – Room 1-107 MC. PIN numbers will only be available during advisement sessions and students should plan accordingly Friday, 7 th Week, February 24, 12:25-p.m.-1:10 pm. Room 2-102A/B-MC. PIN numbers will only be available during advisement sessions and students should plan accordingly

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Major	Class Standing	Advisement Procedure	Pin Distribution
Mechanical Engineering (cont.)	<p>First Term KU Students -New transfer students and Freshmen I students registering for their Freshmen II term. Optional general advisement session.</p> <p>All ME students</p>	<p>Wednesday, 9th Week, March 7, 11:00 a.m. – 1:00 p.m., Room 2-102A/B-MC: This is a mandatory session for new, first term Kettering students – this includes new transfer students and Freshmen I students registering for their Freshmen II term. This is also an optional general advisement session for upper-class ME students and those on academic probation. <i>Note: This does not apply to new, incoming students who have not yet taken courses at Kettering University.</i></p> <p>Friday, 9th Week, March 9, 12:25 p.m. – 1:10 p.m. Room 2-102A/B-MC. – This is an optional make-up session for ALL ME students including those requiring mandatory advising as well as those registering for back-to-back academic terms. This is the last advisement session of the term, so please plan accordingly.</p>	<p>Wednesday, 9th Week, March 7, 11:00 a.m. – 1:00 pm – Room 2-102 A/B-MC. PIN Numbers will only be available during advisement sessions and students should plan accordingly</p> <p>Friday 9th Week, March 9, 12:25 p.m. – 1:10 p.m. – Room 2-102A/B-MC. PIN numbers will only be available during advisement sessions and students should plan accordingly</p>
Undecided	All	Make an appointment in the IME Department, Room 1-700 AB, and receive advisement from 8:00 a.m.- 5:00 p.m. Monday through Friday, February 20-24, and Monday through Thursday, February 27-March 1, 2012	Received at advising session

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ONLINE REGISTRATION INSTRUCTIONS AND UPDATES

Prior to your registration date and time, do items 1-5

- 1) From the Kettering University homepage, www.kettering.edu, select Current Student. Select Banner Web/Self-Service.
- 2) Click on Login; enter Student ID in User ID field and PIN, click on login.
- 3) Select "Student" menu option.
- 4) Select "Registration" menu.
- 5) Select "Check Your Registration Status" to verify your registration time, that you have no holds, and that your status permits registration, then select the term you are registering for and click on "Submit Term". If holds are indicated, select "View Holds" item at the bottom of the page for explanation. **Holds must be resolved prior to your registration date to web register.**

When your registration time ticket permits registration, repeat steps 1-4 listed above, then

- 6) From the Registration Menu, select "Add/Drop Classes".
- 7) Select the term you are registering for and click on "Submit Term".
- 8) Enter your Registration PIN, select "Submit PIN".
- 9) From your course selection form, enter the CRN numbers for your course selections in Add Class area.
- 10) Click on "Submit Changes" to process your registration. Banner will display the courses successfully registered for and any errors that prevented registration. Correct your registration errors: see below for details on the most common errors. To drop a class, click the down arrow located under 'Action' on Current Schedule, select "Web Drop", and then click on "Submit Changes".
- 11) When your courses are finalized, select "Return to Menu" item at the bottom of the page, then select "Student Schedule by Day and Time" and/or "Student Detail Schedule" to view your schedule. Carefully check your registrations; verify all courses, sections, days and times. *You are responsible for the accuracy of your registration.* You may print your schedule from either of these schedule views by clicking the "Print" function of your web browser.
- 12) When finished, select "Exit" item at bottom of page, click the "Home" function of your web browser to logout and return to Kettering's homepage.

COMMON ERROR MESSAGES

TIME CONFLICT - Day or time overlap of courses. Choose which course you prefer and select another section if possible (see Look-up Classes. . . HELPFUL HINTS). If you must register for courses that conflict, report to the department that offers the course(s) you need for a Request to Enroll in Courses Which Conflict form. When completed, take form to Registrar's Office to be registered in the course.

CLOSED COURSE - The section is full. Register for another section or course (see Look-up Classes. . . HELPFUL HINTS). If you must take the course this term, see the department that offers the course for further instructions.

LINK ERROR - You have registered for a lab or lecture section without the corresponding lab or lecture (see Look-up Classes. . . HELPFUL HINTS).

OVER MAXIMUM CREDIT LOAD - Your credit total is more than the maximum allowed. When you return to campus next term, request permission to overload from the Registrar.

HELPFUL HINTS

**"Look-up Classes to Add" from the Registration Menu or "Class Search" button on "Add/Drop Classes" form will enable you to search for a course by subject or course number and/or time.

**Be sure to page down to view the entire page. Some options are located near the bottom of the page.

Use the menu button to move between screens. **Do not use the Back button to navigate on the Banner web forms or you will be logged off. At the stop sign, login again.

**Inactivity for a 7-minute period will log you out. If this happens, simply login again.

**Three failed attempts to login will disable your PIN number. If this occurs contact Information Technology during regular business hours.

**If you try to access a menu option and receive the message 'request failed', click once on the Back button and try again.

**To remove registration error messages, select "Class Search" item at the bottom of the page, then select another course or section.

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QUICK GUIDE TO LIBERAL STUDIES ELECTIVES

SUMMER 2012

The Department of Liberal Studies has faculty able to teach 35 upper division electives in the humanities and social sciences. These are offered on a rotating basis with 8 to 12 different electives offered each term.

This guide shows the courses we offer in the **Summer 2012** term, brief descriptions, the graduation requirement each satisfies and the Liberal Studies minor the course supports.

Prerequisites for all upper division COMM, HIST, LIT, HUMN, PHIL, SOC, SSCI electives are COMM 101, HUMN 201, and SSCI 201. Upper division ECON electives require ECON 201 as a prerequisite.

The foreign language courses count for Free Elective credit. They cannot be substituted for any of the general education courses required of all students.

<u>Upper Division Electives</u>	<u>Days/Time</u>	<u>Graduation Requirement</u>	<u>Minor</u>
Intermediate Microeconomics (ECON 342) Applied microeconomic theory and quantitative analysis with relevance for managerial decision-making.	MTRF 4:40-5:40	Social Science	
International Relations (HIST 306) A study of the history of modern international relations including the causes and consequences of World War I and II, the Cold War, and conflicts in the non-Western world.	TF 10:15-12:20	Social Science	Int'l Studies History Pre-law(obj. 1)
Modern Middle East (HIST 320) A study of the central issues and problems in the Middle East from World War I to the present including the impact of outside powers on the region, the rise of nationalism, the impact of the Israeli-Palestinian conflict, oil and politics, and the reassertion of Islamic identity.	MR 10:15-12:20	Social Science	History Pre-law (obj. 1) Int'l Studies
Technology and Culture (HUMN 391) A study of the deep relationship between American culture and technology, drawing on themes in literature, politics, communication, ecology, and ethics. Students study the role of technology in our culture, as well as how we think about technology and how technology changes how (and what) we think.	MR 8:00-10:05	Humanities	

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American Literature and Philosophy (LIT 304) An analysis of novels, poetry and memoirs by American writers examining such themes as race, identity, myths of origin, and cross-cultural communication.	TF 3:35-5:40	Humanities	Literature Pre-law (obj. 2)
Seminar on J. R. R. Tolkien (LIT 391) This course examines Tolkien's epic, <i>The Lord of the Rings</i> , written and film versions, and his extended mythology in <i>The Silmarillion</i> . The course focuses on genre, style and themes of the works, with particular emphasis on the elements of epic. Film viewings will be <i>outside of class</i> .	TF 10:15-12:20	Humanities	Literature
Plays of Shakespeare (LIT 379) Critical reading of selected plays of Shakespeare, emphasizing the times, places and issues they portray as well as traditional analysis of character plot and staging.	TR 6:00-8:05	Humanities	Literature
Analysis of Social Dissent (SOC 335) An analysis of the causes, processes and consequences of social dissent. Examples are drawn from contemporary and historical American society and, for comparison, from other societies.	TF 1:20-3:25	Social Science	Pre-law (obj. 4)
<u>Lower Division Courses for Free Elective Credit</u>			
Beginning Chinese I (CHN 101) An introduction to speaking, reading, and writing Chinese. Students are eligible to take this course only if they have less than one year of high school Chinese, or less than one term of college Chinese (or by consent of the Head of the Department of Liberal Studies).	TR 6:00-8:05 p.m.		Free Elective
Beginning German I (GER 101) An introduction to speaking, reading, and writing German. Students are eligible to take this course only if they have less than one year of high school German, or less than one term of college German (or by consent of the Head of the Department of Liberal Studies).	MTWR 6:00-7:00 p.m.		Free Elective
Beginning Japanese I (LANG 191) An introduction to speaking, reading and writing Japanese. Students are eligible to take this course only if they have less than one year of high school Japanese, or less than one term of college Japanese (or by consent of the Head of the Department of Liberal Studies).	TR 6:00-8:05 p.m.		Free Elective

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