

Pre-Registration Frequently Asked Questions

1. What is pre-registration?

Pre-registration is a period of time that begins one week prior to registration, when students majoring or minoring in Communication Studies select courses before they become available to students campus-wide.

2. How does pre-registration work?

Students must come to the main office in Kendall Hall 235 in person and select up to two COM courses. Students sign up in the pre-registration binder. After pre-registration ends, the department's Program Assistant enters all COM courses in PAWS for students, thus eliminating the need for students to enroll in courses in PAWS themselves. There is nothing else students need to do for these two COM courses.

3. How many COM courses can I pre-register for?

You can pre-register for up to two COM courses. If you want to take more than two COM courses, you will have to wait until registration starts for you in PAWS. You will select those courses by yourself in PAWS if there are seats available.

4. Why do all the COM courses look closed in PAWS? Can I still pre-register for them in the binder?

During the pre-registration week only, all the seats are reserved for you; that's why courses appear closed in PAWS. This is done so other students cannot register in PAWS by themselves. Once pre-registration ends and all of our students are enrolled, the remaining available seats will be open in PAWS for anyone who wishes to enroll in COM classes.

5. If a course fills up during pre-registration, can I be placed on a wait list?

The wait list for each course is kept in the pre-registration binder only during pre-registration. If you don't get into the course you are waitlisted for during pre-registration, it is your responsibility to monitor PAWS in case a seat opens up. No waitlists are kept once pre-registration ends.

6. How do I register for courses other than COM courses (e.g., liberal learning, language,...)?

You are responsible to register for courses other than COM when registration opens for you. You will enroll in those courses in PAWS by yourself. You can see your date and time of registration in PAWS.

7. I pre-registered on day one of pre-registration, why aren't my courses showing in my schedule in PAWS immediately?

Your COM courses will show up in your schedule on PAWS one business day after pre-registration ends (e.g., if pre-registration ends on Friday, your courses will show up in PAWS on Monday). Courses are entered manually once pre-registration ends.

8.Can I change the selection of my COM courses during pre-registration?

Yes, during pre-registration you can come back to the office and change your selections if there are seats available. Once pre-registration ends, you can swap/drop classes in PAWS by yourself until the end of the add/drop period.

9.When should I see my advisor?

You should see your advisor before pre-registration to go over your requirements and discuss your schedule so you know what courses to pre-register and register for.

10. I have holds on my account, can I still pre-register?

If you have holds on your account, you must resolve them immediately. If a hold is still on your account on the last day of pre-registration, we won't be able to enroll you in courses you pre-registered for and this will cause you to lose your seat in those classes.

11.I am studying abroad and can't come to the office to pre-register in person. What should I do?

If you are abroad during pre-registration, email the Program Assistant on the first day of pre-registration to let her know which two COM courses you'd like to pre-register for. The Program Assistant will record them for you in the pre-registration binder. Simply requesting your courses does not guarantee that those seats are available. Your seats will be confirmed via email.