

## Continuing Program Student (CPS) Registration Frequently Asked Questions:

This document is for internal faculty and staff use only. Its purpose is to ensure we are talking about the CPS registration dates consistently across the college as the CPS registration cycle unfolds.

**Student:** *What happens if I can't register for classes within my enrollment window timeframe?*

**Staff Response:** After the enrollment window closes, continuing student priority registration is suspended as registration resources are redirected towards new program students.

**Registration for continuing students will resume with open registration by June 6<sup>th</sup>.** Please monitor your Madison College student email for additional communication regarding your <fall> registration.

If you need help planning your courses for the upcoming semester you are encouraged to make an appointment with an Academic Advisor. Once you have your classes planned, you will be ready to enroll when registration resumes.

**Student:** *The enrollment window has closed, but I need to make schedule adjustments.*

**Staff Response:** If you have enrolled during your Enrollment Window you will be granted access to a Schedule Adjustment Period prior to the end of the spring term. Keep an eye on your Madison College email for more details.

**If staff or faculty have questions about CPS, you can direct them to the following resources:**

Fac/Staff Web page:

<https://facstaff.madisoncollege.edu/in/cps-campaign>

Questions regarding course planning and advising: Student Development and Retention Services (608) 246-6076

Questions regarding the registration process and student communications: Enrollment Services (608) 246-6210