Web Registration Guide: Degree and Certificate Programs (Summer/Fall 2023)

Priority Registration:
Summer 2022 begins on March 20, 2023 at 9am (CST)
Fall 2023 begins on May 1, 2023 at 9am (CST)

Before registering for your courses:

Continuing Students:
- Review the program plan provided to you by the Advising Office. If you have any questions, please email Natalie Dowdell at advising@erikson.edu.
- Ensure that all registration holds have been resolved prior to the start of the web registration period. Students with administrative holds (student accounts, health immunization, etc.) will not be able to register for any courses until these holds have been lifted.
  - Immunization hold
    - Send your completed proof of immunization to registration@erikson.edu or you may upload your document in my.erikson → registration and records → Immunization → Immunization Upload
  - Finance hold
    - Contact Student Accounts at studentaccounts@erikson.edu
  - Library hold
    - Contact circulation@erikson.edu
  - Hold(s) not listed above
    - Contact registration@erikson.edu

New Students:
- Carefully review your letter of admission to Erikson Institute. Make note of the degree program (Child Development, Social Work, Early Childhood Education (Online), Early Childhood Education Triple Endorsement, or Certificate Program), as well as the length of the program (28 month, 2 year, 3 year) to which you have been admitted.
- It is very important that you also be sure whether you have been admitted to a concentration (e.g., Child Life, Infant Early Childhood Mental Health) since the course sequences will be different for students who are pursuing a concentration.
If you have been admitted to a concentration and have decided not to pursue it, please inform the Registration and Student Records office registration@erikson.edu and contact advising@erikson.edu as soon as possible.

All students:

**These are MANDATORY courses**

- Master’s degree students not in internship year may be required to enroll either integrative seminar or proseminar during Fall and Spring semesters.

- Master’s degree students in internship year are required to enroll in Internship and Integrative Seminar

- All students should follow the program plan provided to them by the Advising Office, and enroll in seminar as indicated on the program planning worksheet.

**Note:** Summer 2023 is part of the 2022-23 academic year. Fall 2023 is part of the 2023-24 academic year. The complete and detailed official Academic Calendars are available on the Academics home page in My.Erikson.

**Web registration instructions:**

1. Log into My.Erikson with your username and password.
2. If you have forgotten your password, you can have a new password sent to your Erikson e-mail account. Enter your username and then click the “I Forgot My Password” link.
3. Go to the Academics section.
4. From the left-hand column, select Registration and Course Schedules.
5. On the Registration and Course Schedules page, click on the Course Search link. **Ignore** the Add/Drop Courses icon – it adds an unnecessary step to the process.
6. Make sure the term is correct in the term drop down menu; (e.g., Summer 2023 is listed as 2022-23 Summer Term; Fall is listed as 2023-2024 Fall Term). My.Erikson may default to a different term, so you need to ensure the correct term you want to register for is selected from the drop-down list.
   - **NOTE:** For the Summer Writing Course, please select 2022-23 Summer Term B
7. Do not specify any of the other search criteria. Scroll down to the bottom of the screen and click on the Search button.
8. All courses that are being offered for the respective term will appear in the search results. There are multiple pages of courses displayed in alphabetic order based on course code and links are at the bottom of the screen to move between pages.
9. The web registration system will limit the courses which you can add or drop based on your degree/certificate program and concentration. You will see a checkbox in front of courses available to you.
10. Using your Program Planning Worksheet, select the courses for which you are to register for this term by checking the checkbox. Click on the Add Courses button at the bottom of the page.
11. The courses that you registered for will appear at the bottom of the page. If you made an error, you can select the course which you need to drop and select Drop Courses.
12. **REMEMBER:**
   - Master’s degree students in internship year are required to enroll in Internship and Integrative Seminar
13. Your course schedule will be available immediately in the My Academic Info page within the Academics area.
Course code/numbering system:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMN Courses</td>
<td>Administration concentration courses</td>
</tr>
<tr>
<td>BESL Courses</td>
<td>Bilingual/ESL concentration and certificate program courses</td>
</tr>
<tr>
<td>CHLD Courses</td>
<td>Core master's degree program courses</td>
</tr>
<tr>
<td>EDUC Courses</td>
<td>Early Childhood Education concentration courses</td>
</tr>
<tr>
<td>ERIK Courses</td>
<td>Ph.D. program courses</td>
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<tr>
<td>IMH Courses</td>
<td>Infant Mental Health certificate program courses</td>
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<tr>
<td>INF Courses</td>
<td>Infancy concentration and Infant Specialist certificate program courses</td>
</tr>
<tr>
<td>LAW course</td>
<td>Children's Law and Policy concentration courses (MS, MS/MJ, and SOWK programs)</td>
</tr>
<tr>
<td>LIFE Courses</td>
<td>Child Life concentration courses</td>
</tr>
<tr>
<td>SOWK Courses</td>
<td>Social Work courses</td>
</tr>
<tr>
<td>SPED Courses</td>
<td>Early Childhood Special Education/Children with Special Needs concentration courses</td>
</tr>
<tr>
<td>Courses ending in M1</td>
<td>Master's degree program: morning section 1</td>
</tr>
<tr>
<td>Courses ending in M2</td>
<td>Master's degree program: evening section 1</td>
</tr>
<tr>
<td>Courses ending in E1</td>
<td>Master's degree program: evening section 2</td>
</tr>
<tr>
<td>Courses ending in E2</td>
<td>Master's degree program: evening section 2</td>
</tr>
<tr>
<td>Courses ending in O or X</td>
<td>Online master's and certificate program courses</td>
</tr>
</tbody>
</table>

Course scheduling and sequencing:

Courses in Erikson’s degree and certificate programs are offered in a structured sequence. Faculty have carefully researched and developed the course syllabi with particular attention to how objectives and content in each course complement and build on previous and concurrent courses. Unlike most other graduate programs, courses are, in most cases, offered only during a particular term. For example, Social and Emotional Development I is only offered in the fall term, while Inquiry Based Learning is only offered in the spring term. The sequencing of course offerings (whether online or on-campus), therefore, has a serious impact on how you register for your courses. Registering for courses in a sequence or combination different from what is outlined in the Degree Planning Worksheet can result in delays in completing your degree or certificate program.

Beginning in Fall 2023, almost all courses will be offered Tuesday through Thursday. Notable exceptions include online courses that are offered asynchronously, selected Integrative Seminars that may be offered on a Friday to accommodate internship schedules, and occasional courses that may be offered on Saturday mornings.

Special note for teacher candidates: Please note that all teacher certification courses (course codes beginning with EDUC) are offered in the late afternoon/early evening. Many of these courses are also required for the M.S. in Early Childhood Education program for already certified teachers, and therefore must be offered in the late afternoon/early evening to accommodate the teachers’ work schedule.

Questions or concerns?
Questions about registration policies & procedures, certificate/degree program requirements, course schedules and co-requisites/pre-requisites? Contact the Registration and Student Records Office at registration@erikson.edu.