

To: Majors in Visual Arts and Art History

From: Linda Johnson, Chair
Department of Visual Arts and Art History

RE: Registration for Spring 2010

FAU's registration software should be working smoothly this Spring term for Advanced Registration, however there are circumstances that may require Departmental assistance. You may need assistance from the Department to register for a class if any of the following situations apply:

Registration error messages: when attempting to register online you receive an error message (i.e. **Preq test score error**).

DP or IN course listings: You will need to get permission from the Instructor and/or Department to register for classes with a **DP** (Departmental Permission) or **IN** (Instructor Permission) listed.

Follow these steps to seek assistance from the Department:

1. Make sure you have met all pre-requisite requirements for the course.
2. Fill in the appropriate **Request for Authorization** to register.
Please note there are separate forms for Summer and Fall
3. The forms may be found at <http://wise.fau.edu/VAAH/>.
Copy and paste the information into an email.
Use "Registration permission" as the subject line.
4. If either of the following apply then please follow these additional steps:
IP Instructor Permission: have instructor sign or email Chair to confirm.
ERROR MESSAGE: you must include the error message in your request.

Only completed request forms will be considered.

5. Email it to: art@fau.edu **OR** Fax: 561-297-3078 **OR** drop it off at
Department of Visual Arts & Art History, AH 118, Boca Raton campus.

The form is also available at:

Boca Campus, AH 118, Dept. of Visual Arts & Art History or,
Office of Student Academic Services AH 213
Davie Campus, LA 421
Fort Lauderdale Campus, AT 812.

Please see 2nd page for more special circumstances that may apply.

We will process requests for permission to register in the order in which they are received and in accordance with the University Advance Registration dates. You will receive permission to register for the requested class(es) in an email that will be sent to your FAU email address. If the class is full by the time that we process your request for permission to enroll, we will email you to let you know.

(2) You will be able to register on-line for all classes that have prerequisites if you have met those prerequisites with a grade of “C” or better – unless you have transferred to FAU from another university that codes those prerequisite courses differently.

To check the prerequisites for a class, go to the registration site and click on the CRN number of the class. This will take you to a listing of the prerequisites for that class. If you have completed the prerequisite courses listed with a grade of “C” or better, you should not need permission to register for a class.

If you have attended another college where the course prefix for particular art classes are not the same as our course prefixes, you will need to get permission to register for the course even if you have completed the prerequisites. For example, if you attended an institution where the course prefix for Drawing I was ART 100, rather than ARTC 1300, you will need to request authorization to register for any class that has Drawing as a prerequisite. Follow the procedure explained above.

(3) If you are a major in Visual Arts and Art History, you will be able to register on-line for classes in the department that are labeled “registration restrictions.”

If the registration site indicates only that there are “registration restrictions,” you will be able to register on-line if you have formally declared a major in the department. You must be enrolled in one of the following majors: Art: Computer Arts in Animation; Art: Advertising; Art: Computer Art; Art: Education; Art: Fine Art; Art: Graphic Design; Art: History; Art: Ceramics; Art: Painting; Art Graphic Design; Art: Studio; Fine Arts.

If you are having trouble registering for a “registration restrictions” course, you should check to be sure that you have completed the paperwork to declare a major in Visual Arts and Art History.