

**PLEASE READ THE FOLLOWING FALL 2010 REGISTRATION INFORMATION CAREFULLY!!!**

1. Make an advisement appointment with our Honors Advisor, Marie Huntsinger, by calling 732-7317. This is a benefit of your Honors program to be able to schedule an appointment and plan your schedule. Continuing student registration for fall classes starts Wednesday, March 3. Registration for all new and continuing students begins March 22, 2010.
2. Review the list of Fall 2010 Honors classes. A list of approved Honors classes has been posted on the Honors Web page and in Blackboard. After consulting the Fall 2010 Honors class list for a class for your Honors contract/project, be sure to select the correct course number listed on the Fall 2010 Designated Honors Course Option List.
3. Register for all of your classes via [www.my.maricopa.edu](http://www.my.maricopa.edu), including the classes you would like to use for Honors class choices.
4. Go to the Honors Web page and click on the link titled Honors Designation Form to designate your Honors class. Please list your 1st and 2nd preferences on the form (Please don't list the same class/course number twice). You should be listing 2 different classes for which you have already registered. Incomplete designation forms will not be processed until complete forms are processed! Make sure you are registered for ALL of your classes BEFORE you submit your online request for Honors. We can only designate it as your honor class if you are registered for it.
5. Fee Waiver students must pay for their tuition and fees in advance of the semester starting. All Presidents' Scholars student tuition is deferred until the end of drop/add week in August. Please be sure to pay any extra tuition or class fees owed by this date or you will be dropped from classes.

If none of the classes you are registered for have an Honors option, please make a special request as listed above. We (Honors) will contact the appropriate people involved in getting approval for you to use this class. **YOU ARE NOT TO CONTACT THE INSTRUCTOR UNDER ANY CIRCUMSTANCE!** Do NOT contact the instructors and ask for exceptions for classes that do not have honors option available. We get complaints about this happening every semester! Do NOT put the instructor on the spot. We must first have division permission. You must follow the proper procedures.

Also remember if you submit choices for classes not on the special list for Fall 2010, we cannot guarantee that placement. We try to get permission, but sometimes it is not possible. As such, if you make special requests, you must realize the request may not be granted and you will need to be flexible. If the course you want has a section with an honors option on it, you should register for that section course number if possible.

The honor seats in the courses that are designated as honor courses are available on a first come/first serve basis. Each designated Honor Class only has 4 honor seats. Once those are taken, they are gone. So we would recommend you register for your classes and submit your requests early, being sure to do that by going to the honors Web page and submitting the honors designation request. Once we have processed all the requests, we will e-mail a confirmation of your Honors designation to your @Maricopa.edu address.

If you do not register your Honors classes as described above, you will not be funded for Fall 2010. It is your responsibility to complete these steps in order for us to process you correctly as an honors student in the student system. Once this has been processed, we will send an e-mail confirming your honors class, so please make sure you check your @Maricopa.edu mail often. Please be patient as these requests are processed.