ACADEMIC DEAN AND PROVOST NOTICE 1531.1

From: Academic Dean and Provost

Subj: ACADEMIC ADVISING, PREREGISTRATION AND REGISTRATION – SPRING

Ref: (a) ACDEANINST 1531.59, Majors, Course Enrollments, and Changes

1. Purpose. This notice announces the schedule of academic advising, preregistration, and registration and describes the responsibilities of the participants during the spring semester of the academic year 2019–2020. The guidance for previous and following years is similar; specific (e.g., date) changes are highlighted. Additional detailed information may be found in reference (a). This guidance and its supporting materials are available online on the USNA Academics website under Academics | AcDean | Rules and Regulations.


3. Schedule. The schedule for preregistration, and registration during the fall semester is as follows. Academic counseling (typically between the midshipman and his/her assigned academic adviser) must precede all academic planning decisions or changes.

<table>
<thead>
<tr>
<th>Class</th>
<th>Activity &amp; Dates</th>
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</thead>
<tbody>
<tr>
<td>Class of 2021</td>
<td>Preregistration: 28 Jan 2020 – 31 Jan 2020</td>
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<tr>
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<td>Registration: 13 Apr 2020 – 15 Apr 2020</td>
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<tr>
<td>Class of 2022</td>
<td>Preregistration: 30 Jan 2020 – 31 Jan 2020</td>
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<td>Registration: 15 Apr 2020 – 17 Apr 2020</td>
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<tr>
<td>Class of 2023</td>
<td>Majors Declaration: 02 Mar 2020 – 05 Mar 2020</td>
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<td>Preregistration: 17 Mar 2020 – 23 Mar 2020</td>
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<td>Registration: 20 Apr 2020 – 22 Apr 2020</td>
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Details concerning the registration process will be promulgated by the Registrar.

4. Action. Responsibilities for preregistration and counseling are as follows:

   a. Department Chairs shall:
      (1) plan advising sessions for majors, as appropriate
      (2) remind and mentor faculty about their advising responsibilities
b. Advisers – Majors Advisers shall:
   (1) be knowledgeable about major programs
   (2) be knowledgeable about special academic programs and opportunities
   (3) counsel advisees and monitor their progress
   (4) verify that advisees have prerequisites for all courses
   (5) in the case of new advisees, take care that these midshipmen have made a choice of major that is consistent with their interests and abilities
   (6) meet with advisees before the preregistration period
   (7) counsel advisees to take majors and non-majors courses as prescribed by their matrices unless there is a compelling reason to do otherwise
   (8) verify that advisees have preregistered properly after the preregistration period
   (9) verify that advisees have registered properly after the registration period
   (10) ensure that their advisees do not fall behind their matrix requirements

c. Advisers – Plebe Advisers shall:
   (1) monitor academic progress of advisees
   (2) counsel plebes about majors programs and learning strategies

d. Midshipmen shall:
   (1) seek academic counsel from their advisers at any time
   (2) attend special advising sessions, if any, scheduled for their majors
   (3) consult with academic advisers PRIOR to preregistration
   (4) be familiar with general academic requirements, course prerequisites, and specific requirements for their majors
   (5) select major (4/C midshipmen) via MIDS' "Major - Declare" module within the "Midshipmen" menu
   (6) preregister via MIDS' "Courses - Preregister" module within the "Midshipmen" menu
   (7) register via MIDS' "Courses - Register" module within the "Midshipmen" menu
   (8) take care to preregister for at least 15 credits, unless excused by the Academic Board

e. Company Officers are requested to bring this notice to the attention of all midshipmen in their companies.

5. Majors Selection, Preregistration and Registration - Additional Information.

   a. Majors selection and preregistration will open on MIDS at 0700 on the first day scheduled for majors selection or preregistration; registration will open at 1000 on the first day scheduled for registration.

   b. The deadline for majors selection, preregistration, and registration is 1800 on the last scheduled day for that action.
c. While the dates for preregistration indicate the times at which MIDS may be used for preregistration purposes, midshipmen are very strongly encouraged to visit with their advisers in advance of these dates. Midshipmen are free to meet with their advisers at any time of mutual convenience. They need not wait until the formal preregistration period begins to develop academic plans for the future. The week before the preregistration module is accessible on MIDS may be best for faculty and their midshipmen advisees to meet to plan for the following semester.

d. Preregistration is essential to the administration of the academic program. Preregistration data is used to allocate resources and plan for the following semester. It is therefore important to accomplish the preregistration process properly and in a timely manner to meet deadlines. Failure to preregister on time or failure to preregister properly will result in a loss of registration privileges and subject midshipmen to conduct penalties.

6. Records Management

   a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

   b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DONAA/DRMD program office.

7. Cancellation Contingency. This notice is in effect until June 2020, or until it is suspended by another notice, whichever occurs first.

J.K. WATERS
By direction

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