

# Course Registration & Program Planning Information

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Salisbury  
UNIVERSITY

# Registration Information

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Click on any of the following to be directed to that section:

- [Registration Timeline](#)
- [Program Planning](#)
- [Course Enrollment Process](#)
  - [View Academic Requirements Report](#)
  - [Plan Courses for Next Semester](#)
  - [Find Your Enrollment Date](#)
  - [Meet with Your Faculty Mentor or Academic Advisor](#)
  - [Enroll in Courses](#)
  - [Check Your Academic Requirements Report Again](#)
- [Registration and Campus Resources](#)

# Registration Timeline

- **Program Planning** – The period of the enrollment cycle when students meet with their Faculty Mentor or Academic Advisor prior to registering for classes during Pre-Registration. **All students must meet with their advisor in order to be activated for Pre-Registration.**
- **Pre-Registration** – The period of the enrollment cycle that immediately follows Program Planning. All current students, **who have met with their advisor** and been activated are eligible to register during their enrollment period (found in GullNet – see “[Enrollment Dates](#)” section).
- **Open Enrollment** – The period of the enrollment cycle when all current students can enroll in courses, regardless of having met with their advisor. Students must not have any holds on their accounts to register for classes.



# Registration Timeline



Your student classification and enrollment date is set according to the amount of credits you have **EARNED**. The credits you are currently enrolled in this semester do not count toward your class standing.

**Spring 2024 Pre-Registration: (ends November 3<sup>rd</sup> @ 4 P.M.)**

Special Population: October 17<sup>th</sup>

Seniors (90+ earned credits): October 18<sup>th</sup>

Juniors (60+ earned credits): October 23<sup>rd</sup>

Sophomores (30+ earned credits): October 25<sup>th</sup>

Freshmen (0-29 earned credits): October 30<sup>th</sup>

**Spring 2024 Open Enrollment 1:**

**November 13 – January 28**

**Winter 2024 Enrollment (all students) appointments opens on October 13<sup>th</sup> @ 7AM**

Click [HERE](#) or [HERE](#) for more information about Registration Dates.

# Program Planning

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- **Program Planning** is a period of time when students meet with their Faculty Mentors or Academic Advisors prior to enrolling in the next semester's classes.
- All students **must** meet with their Faculty Mentors or Academic Advisors in order to be activated for enrollment/registration, otherwise students will need to wait until **Open Enrollment**, which is later in the semester or closer to the next term.
- Be sure to resolve any **Account Holds** on your account, because they could block you from being able to register.  
(See the "Account Holds" section on the Registrar's Office [website](#) "Current Degree-Seeking Student Registration" dropdown menu.)
- More information can be found on the Academic Advising Center [website](#).



# Program Planning

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Reasons why it is important to **meet with your Faculty Mentor and/or Academic Advisor** during Program Planning:

- **Your account will be activated so you can enroll on your assigned enrollment date.**
- **You are more likely get the schedule YOU want.**
- **Classes have a lesser chance of getting cancelled.**
- **You have time to plan and prepare.**
- **Saves time and frustration.**
- **You'll get it out of the way.**

Remember, if you do not enroll on your registration date, you will have to wait until **Open Enrollment**, which is when all students can register, so you may not get the course(s) you want.

# Course Enrollment Process

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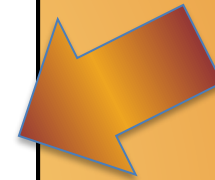
1. View your **Academic Requirements Report** (in [GullNet](#)) to identify appropriate courses for next semester.
2. Use a [Program Planning Worksheet](#) to plan courses for next semester.
3. Identify and **meet** with your Faculty Mentor or Academic Advisor (listed in [GullNet](#)).
4. Find your **enrollment date** in [GullNet](#).
5. Enroll in courses for the upcoming semester (use [Sea Gull Scheduler](#)).
6. Check your Academic Requirements Report again – Just to make sure the courses you enrolled in populate where expected.
7. Follow up with [campus resources](#) as needed.

# 1. View Academic Requirements Report

In GullNet, check your **Academic Requirements Report** by accessing the “Academic Record” icon and selecting “My Academic Requirements”.

**Academic Requirements Report** is a more accurate, more reliable version of the program’s checklist found in the [Academic Catalog](#).

You should look at this report **before and after** enrolling each semester to ensure you are enrolled in the correct courses.



A screenshot of the GullNet web interface for a student. The top navigation bar is dark red with a back arrow and the text "SU Student". A left sidebar contains a list of menu items: "Academic Records Requests", "Request Enrollment Verification", "My Course History", "My Advisors", "View Transfer Credit Report", "My Academic Requirements" (highlighted with a yellow border and a red arrow), "View What-if Report", and "Apply for Graduation". The main content area has a search bar and tabs for "Search", "Plan", "Enroll", and "My Academics". Below the tabs, the page title is "My Academic Requirements" and the user is identified as "Salisbury University | Undergraduate". A timestamp indicates the report was last generated on "09/20/2021 11:45AM". There are buttons for "Collapse All", "Expand All", "View Report as PDF", and "Substitution/Waive". A progress indicator shows "Taken" (green checkmark), "In Progress" (yellow diamond), and "Planned" (blue star). Below this are three expandable sections: "2017-2018 Undergraduate Catalog [G10291]", "Active Courses [G10589]", and "Undergraduate Overall [G10099]". A red warning message at the bottom states: "Not Satisfied: WARNING: In-progress courses (not yet graded) being taken as repeats for previously completed courses will artificially inflate the credit totals and may artificially inflate the GPA presented on this report and may incorrectly show some requirement areas as satisfied."



# 1. View Academic Requirements Report

## Example of an Academic Requirements Report

▶ 2018-2019 Undergraduate Catalog [G10291]

▶ Active Courses [G10589]

▶ Undergraduate Overall [G10099]

▶ General Education Group 1 English and Literature [G2]

▶ General Education Group 2 History [G3]

▶ General Education Group 3 Humanities and Social Science [G4]

▶ General Education Group 4 Natural Science, Math and Computer Science [G10106]

▶ General Education Group 5 [G10473]

▼ Biology Major (BS) [G14]

**Not Satisfied:** Complete all major courses and requirements.

**Biology Core and Electives [R36 L5-60]**

**Not Satisfied:** Complete 44 hours of approved BIOL and ENVH courses with a minimum 2.0 GPA, including BIOL 210 with a grade of C or better, and 3 courses from BIOL 211, BIOL 212, BIOL 213 and BIOL 310 with grades of C or better, BIOL 350, BIOL 375, and BIOL 360 or BIOL 370. At least 24 hours of approved courses must be completed at the 300/400-level.

- Units: 44.00 required, 8.00 taken, 36.00 needed
- GPA: 2.000 required, 0.000 actual

- Requirement sections collapse when you enroll in the course.
- Currently enrolled courses are counted in the report because GullNet assumes you will be successful.
- Sections remain open when there are still requirements to be completed. This is also noted by displaying **“Not Satisfied”** by the requirement.

## 2. Plan Courses for Next Semester

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- Use the [Program Planning Worksheet](#) to identify ideal courses – take this with you to, or have it available for, your Program Planning advising appointment with your Academic Advisor or Faculty Mentor.
- The worksheet can be found in the “[Tools](#)” section of the Academic Advising Center [website](#).
- Use [Sea Gull Scheduler](#) to explore course options and schedules.

# 2. Plan Courses for Next Semester

- Here is an example of what your [Program Planning Worksheet](#) may look like once you've explored options and filled it out.
- Be sure to list ideal courses, along with possible alternative courses, so it is ready to be reviewed by your Academic Advisor or Faculty Mentor.

**Program Planning Worksheet**

Name Sammie Seagull ID Number: 1234567  
Phone Number 410-555-5555 Registering for  Fall  Spring Year 2022  
Major(s) Biology Minor(s) Chemistry  
Current Student Classification  FR  SO  JR  SR  USB  GRAD  UGND

Subject	Course Number	Course Title	Credit Hours	Major Minor Elective
<u>BIOL</u>	<u>211</u>	<u>Microbiology</u>	<u>4</u>	<u>Major</u>
<u>CHEM</u>	<u>221</u>	<u>Organic Chemistry I</u>	<u>4</u>	<u>Major</u>
<u>ENGL</u>	<u>103</u>	<u>Research and Composition</u>	<u>4</u>	<u>Gen Ed</u>
<u>PSYC</u>	<u>101</u>	<u>General Psychology</u>	<u>4</u>	<u>Gen Ed</u>

## 2. Plan Courses for Next Semester

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### Things to remember:

- A typical schedule consists of **4-5 classes** per semester with **16 to 19 credit hour**, depending on the program.
- If you need assistance identifying appropriate courses, contact:
  - Faculty Mentor or Academic Advisor
  - Academic Advising Center (Blackwell Hall)
  - Chair of your program
  - A current professor or instructor

# 2. Plan Courses for Next Semester

To access Sea Gull Scheduler:

- In GullNet, click on the “Student Center” icon.
- Locate and click on the “Sea Gull Scheduler” box (should be close to your schedule).

The diagram illustrates the navigation process. On the left, a square icon labeled "Student Center" features a person silhouette and a gear. A large blue arrow points from this icon to a screenshot of the "SU Student" web interface. The screenshot shows a navigation menu with "Academics" expanded, where "Sea Gull Scheduler" is highlighted with a yellow box. A second large blue arrow points from the "Sea Gull Scheduler" link to a "HOME" button in the bottom left corner.

Click on the “Student Center” icon

Click on the “Sea Gull Scheduler” box:

[HOME](#)



# 2. Plan Courses for Next Semester

- On the next page, click on the “Open Sea Gull Scheduler” box.
- Be sure to disable your pop-up blocker and leave this screen open.

The screenshot shows the 'SU\_STUDENT\_CENTER' page with the 'Sea Gull Scheduler' section. An information icon (i) is followed by text: 'The Sea Gull Scheduler helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Sea Gull Scheduler.' Below this, an 'Instructions:' section lists three steps. Step 1 includes a callout box 'Open Sea Gull Scheduler' and the text 'to open the Sea Gull Scheduler in a pop-up window.' Step 2 says 'Return to this window after clicking 'Send Schedule to Shopping Cart''. Step 3 says 'Visit the COURSE ENROLLMENT page from your Student Center to continue with course enrollment; click the 'Import Cart' button (see diagram)'. A large orange arrow points from the 'Open Sea Gull Scheduler' callout to the 'Import Cart' button in the diagram below. The diagram shows the 'Add Classes' interface with a 'Click here to import cart' callout pointing to the 'Import Cart' button. Below the diagram, there is a '2017 Fall Shopping Cart' section with an 'Add Classes' form and a 'Find Classes' sidebar.

**Instructions:**

1. **Open Sea Gull Scheduler** to open the Sea Gull Scheduler in a pop-up window.
2. Return to this window after clicking 'Send Schedule to Shopping Cart'
3. Visit the **COURSE ENROLLMENT** page from your Student Center to continue with course enrollment; click the 'Import Cart' button (see diagram).

**Add Classes**

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

[Click Import Cart](#) to overview with registration.

2017 Fall | Undergraduate | Peapack-Brook University

[Click here to import cart](#)

Open Closed Add List

Add to Cart

Enter Class Num

Enter

Your enrollment shopping cart is empty.

2017 Fall Shopping Cart

Find Classes

Class Search

My Requirements

My Planner

Search

SCHEDULE PLANNER

# 2. Plan Courses for Next Semester

- Click on the desired term.
- Click on the “Save and Continue” button.

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

**Salisbury**  
UNIVERSITY

## Select Term

Term
<input type="radio"/> Winter 2022
<input checked="" type="radio"/> Spring 2022

✓ Save and Continue

# 2. Plan Courses for Next Semester

- Clicking on “+ Add Course” allows you to create a list of courses you wish to take during a specific term:

The screenshot shows the Salisbury University course planning interface. At the top, there is a navigation bar with links for Plan Schedule, Shopping Cart (0), Current Schedule (0), Help, and Sign out. The main header features the Salisbury University logo. Below the logo, there are several filter options with 'Change' buttons: Course Status (Open Classes Only), Term (Spring 2022), Sessions (All Sessions Selected), Schools/Colleges (All Schools/Colleges Selected), Instruction Modes (All Instruction Modes Selected), Campuses (All Campuses Selected), and Locations (1 of 8 Selected). A yellow instruction box states: "Instructions: Add desired courses and breaks and click Generate Schedules button!". The interface is divided into three main sections: Courses, Breaks, and Schedules. In the Courses section, a large blue arrow points to a yellow-bordered "+ Add Course" button. Below this is a text box: "Add the courses you wish to take for the upcoming term." The Breaks section includes a "+ Add Break" button, a "Select All" checkbox, and a "No Evenings" checkbox with a time range of "MTWThF - 5:00pm to 11:00pm" and an "Edit" button. The Schedules section has an "Advanced Options" button and a "View Schedules" button. At the bottom left, there is a "Generate Schedules" button.

# 2. Plan Courses for Next Semester

- Click on “Generate Schedules” to produce potential schedules.
- Be sure to list the courses on your **Program Planning Worksheet**.
- Additional information about how to enroll in classes using Sea Gull Schedule can be found by clicking [HERE](#).



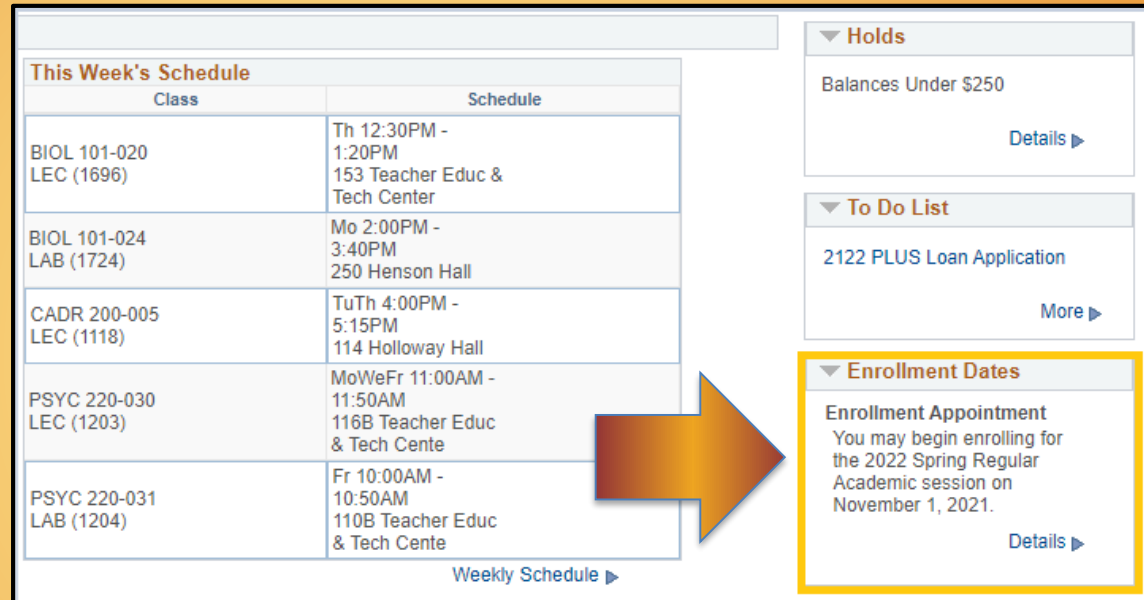
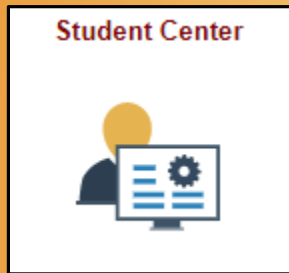
### Program Planning Worksheet

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<u>CHEM</u>	<u>221</u>	<u>Organic Chemistry I</u>	<u>4</u>	<u>Major</u>
<u>ENGL</u>	<u>103</u>	<u>Research and Composition</u>	<u>4</u>	<u>Gen Ed</u>
<u>PSYC</u>	<u>101</u>	<u>General Psychology</u>	<u>4</u>	<u>Gen Ed</u>

# 3. Find Your Enrollment Date

- In GullNet, click on the “Student Center” icon.
- View the “Enrollment Dates” box located to the left of your current schedule.



This Week's Schedule	
Class	Schedule
BIOL 101-020 LEC (1696)	Th 12:30PM - 1:20PM 153 Teacher Educ & Tech Center
BIOL 101-024 LAB (1724)	Mo 2:00PM - 3:40PM 250 Henson Hall
CADR 200-005 LEC (1118)	TuTh 4:00PM - 5:15PM 114 Holloway Hall
PSYC 220-030 LEC (1203)	MoWeFr 11:00AM - 11:50AM 116B Teacher Educ & Tech Centre
PSYC 220-031 LAB (1204)	Fr 10:00AM - 10:50AM 110B Teacher Educ & Tech Centre

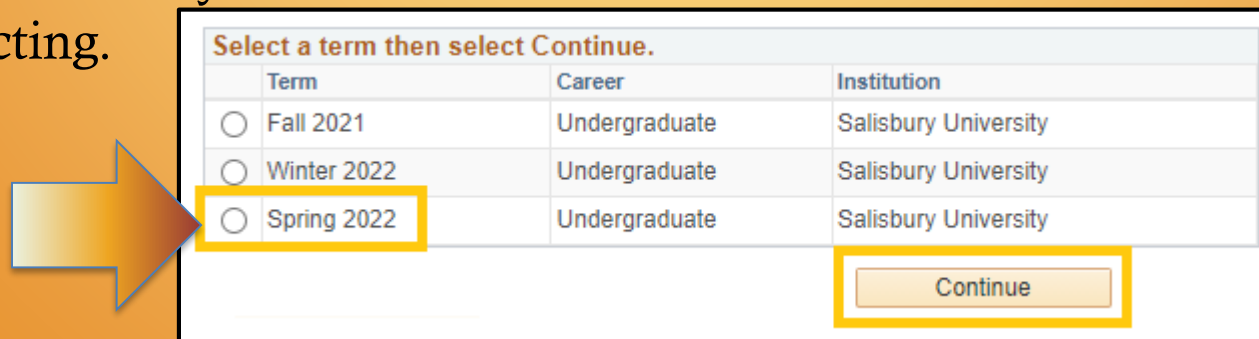
[Weekly Schedule ▶](#)

**▼ Holds**  
Balances Under \$250  
[Details ▶](#)

**▼ To Do List**  
2122 PLUS Loan Application  
[More ▶](#)

**▼ Enrollment Dates**  
**Enrollment Appointment**  
You may begin enrolling for the 2022 Spring Regular Academic session on November 1, 2021.  
[Details ▶](#)

- Click on “Open Enrollments Dates” link or “Details” link to select the semester you want to view. Press the “Continue” box after selecting.



Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Fall 2021	Undergraduate	Salisbury University
<input type="radio"/> Winter 2022	Undergraduate	Salisbury University
<input checked="" type="radio"/> Spring 2022	Undergraduate	Salisbury University



# 3. Find Your Enrollment Date

This will lead you to a screen that displays your specific enrollment date for the semester selected, including what time enrollment begins and when it ends.

Spring 2022 | Undergraduate | Salisbury University Change Term

### Enrollment Appointments

Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic	November 1, 2021 6:00AM	November 5, 2021 4:00PM	19.00	19.00	19.00	19.00
Seven Week - First	November 1, 2021 6:00AM	November 5, 2021 4:00PM	19.00	19.00	19.00	19.00
Seven Week - Second	November 1, 2021 6:00AM	November 5, 2021 4:00PM	19.00	19.00	19.00	19.00

### Open Enrollment Dates by Session

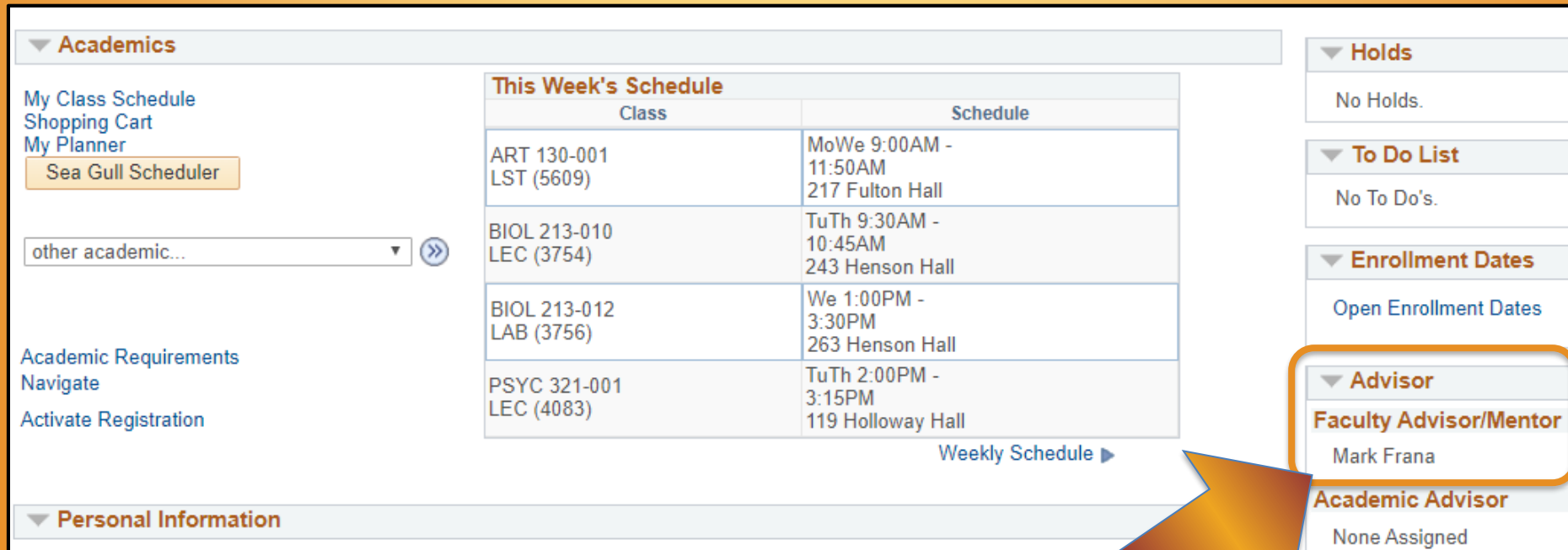
Session	Begins On	Last Date to Enroll
Seven Week - First	November 18, 2021	February 1, 2022
Regular Academic	November 18, 2021	February 4, 2022
Seven Week - Second	November 18, 2021	March 29, 2022

### Term Enrollment Limits

Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
19.00	19.00	19.00	8.00

# 4. Find & Meet with Your Faculty Mentor or Academic Advisor

- In GullNet, click on the “Student Center” icon.
- The “Advisor” section is outlined below.
- Again, bring your **Program Planning Worksheet** with you to your meeting so your Faculty Mentor or Academic Advisor can check for accuracy and appropriateness.



The screenshot displays the GullNet Student Center interface. The 'Academics' section is expanded, showing a 'This Week's Schedule' table with four rows of class information. To the right, the 'Advisor' section is highlighted with a red box, and a red arrow points to it. The 'Advisor' section shows 'Faculty Advisor/Mentor' as 'Mark Frana' and 'Academic Advisor' as 'None Assigned'.

**Academics**

My Class Schedule  
Shopping Cart  
My Planner  
[Sea Gull Scheduler](#)

other academic... ▾ »

Academic Requirements  
Navigate  
Activate Registration

**This Week's Schedule**

Class	Schedule
ART 130-001 LST (5609)	MoWe 9:00AM - 11:50AM 217 Fulton Hall
BIOL 213-010 LEC (3754)	TuTh 9:30AM - 10:45AM 243 Henson Hall
BIOL 213-012 LAB (3756)	We 1:00PM - 3:30PM 263 Henson Hall
PSYC 321-001 LEC (4083)	TuTh 2:00PM - 3:15PM 119 Holloway Hall

[Weekly Schedule ▶](#)

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
Open Enrollment Dates

**Advisor**  
Faculty Advisor/Mentor  
Mark Frana  
Academic Advisor  
None Assigned

**Personal Information**

## 4. Find & Meet with Your Faculty Mentor or Academic Advisor

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- Be on the lookout for more information from your Faculty Mentor or Academic Advisor about how they want you to set up your Program Planning meeting.
- Could be via email, could be through the Navigate app, or could be some other means of scheduling.
- Yet, another reason why it is so important to check your SU email often.

# 5. Enroll in Courses

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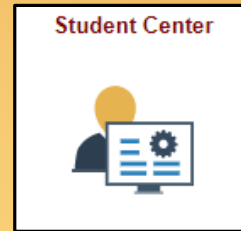
- Eligibility to enroll and the Enrollment Date is based on the number of hours you have **already completed** (does NOT include the current semester's hours).
- Your first possible date and time of enrollment can be found on your GullNet account (see [previous slide](#)).
- Be sure to check in GullNet if you have any [Holds](#) – some can block you from being able to register.
- “How to” videos about adding/dropping/swapping classes can be found on the Academic Advising website, or click [HERE](#).
- Additional information about enrolling in courses can be found on the Registrar's Office website, or click [HERE](#).

# 5. Enroll in Courses

**Sea Gull Scheduler** is a great tool that can help you identify available courses and build a schedule.

To access Sea Gull Scheduler:

- In GullNet, click on the “Student Center” icon.
- Locate and click on the “Sea Gull Scheduler” box (should be close to your schedule).



▼ Academics

My Class Schedule  
Shopping Cart  
My Planner  
**Sea Gull Scheduler**  
other academic... ▼ >>

Academic Requirements  
Navigate  
Activate Registration

### This Week's Schedule

Class	Schedule
ENGL 349-001 LEC (3612)	TuTh 12:30PM - 1:45PM 243 Henson Hall
ENGR 220-750 LEC (3113)	MoWeFr 3:00PM - 3:50PM Remote Classes
PHYS 315-750 LEC (1636)	MoWe 1:00PM - 2:40PM Remote Classes
PHYS 499-010 LEC (2355)	Room: TBA
POSC 101-751 LEC (1747)	MoWeFr 9:00AM - 9:50AM Remote Classes

Weekly Schedule ▶



# 5. Enroll in Courses

## Sea Gull Scheduler

- Click on the “Open Sea Gull Scheduler” box.
- *Tip:* Be sure to disable your pop-up blocker.
- *Another Tip:* Leave this tab open so you can access during a future step, if needed.
- *Additional Tip (because, hey, why not?):* Hang in there! You’re almost there! **YOU GOT THIS!**

< SU\_STUDENT\_CENTER Sea Gull Scheduler

New Window | Help | Personalize Page

### Sea Gull Scheduler

**i** The Sea Gull Scheduler helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Sea Gull Scheduler.

Instructions:

1. **Open Sea Gull Scheduler** to open the Sea Gull Scheduler in a pop-up window.
2. Return to this window after clicking 'Send Schedule to Shopping Cart'
3. Visit the **COURSE ENROLLMENT** page from your Student Center to continue with course enrollment; click the 'Import Cart' button (see diagram).

Add Classes

1. Select classes to add

To select classes for another term, select the term and send Change. When you are satisfied with your class selections, proceed to step 2 of 3.

**i** You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

[Click Import Cart](#) to continue with registration.

2017 Fall | Undergraduate | Poughkeepsit University [Click here to import cart](#)

2017 Fall Shopping Cart

Add to Cart

Enter Class Nbr

Enter

Your enrollment shopping cart is empty.

View Classes

- Class Search
- My Requirements
- My Planner

Search

Schedule Planner

# 5. Enroll in Courses

## Sea Gull Scheduler

- Select the Term of which you want to build a schedule
- Click on the “Save and Continue” button



The screenshot displays the Sea Gull Scheduler interface. At the top, a dark red navigation bar contains links for 'Plan Schedule', 'Shopping Cart (0)', 'Current Schedule (0)', 'Help', and 'Sign out'. Below this is the Salisbury University logo. The main content area is titled 'Select Term' and features a list of terms: 'Winter 2022' and 'Spring 2022'. The 'Spring 2022' option is selected, indicated by a blue radio button and a large blue arrow pointing to it. Below the list is a dark red button with a white checkmark and the text 'Save and Continue', which is also highlighted by a large blue arrow.

# 5. Enroll in Courses

## Sea Gull Scheduler

- Clicking on “+ Add Course” box, which allows you to select and create a list of courses you wish to take during a specific term:

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

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Course Status	Open Classes Only	Change	Instruction Modes	All Instruction Modes Selected	Change
Term	Spring 2022	Change	Campuses	All Campuses Selected	Change
Sessions	All Sessions Selected	Change	Locations	1 of 8 Selected	Change
Schools/Colleges	All Schools/Colleges Selected	Change			

Instructions: Add desired courses and breaks and click Generate Schedules button!

**Courses** **+ Add Course**

Add the courses you wish to take for the upcoming term.

**Breaks** **+ Add Break**

Select All

No Evenings  
MTWThF - 5:00pm to 11:00pm

**Schedules** **Generate Schedules** **Advanced Options** **View Schedules**

**HOME**

# 5. Enroll in Courses

## Sea Gull Scheduler

- Your first option in selecting courses is by SUBJECT in the drop-down box first, and then the specific COURSE.
- The course description will display, including any prerequisite courses and if the course satisfies an general education requirements.
- Click “+ Add Course” to add the course to your “Desired Courses” list.

The screenshot displays the 'Add Courses for Spring 2022' interface. At the top, there are navigation links: 'Plan Schedule', 'Shopping Cart (0)', 'Current Schedule (0)', 'Help', and 'Sign out'. Below the title, there are four tabs: 'By Subject', 'By General Education Course', 'By Additional Attributes', and 'By Instructor'. The 'By Subject' tab is active, and three blue arrows point to the 'Subject', 'Course', and 'Topic' dropdown menus. The 'Subject' dropdown is set to 'Mathematics (MATH)', the 'Course' dropdown to '155 MOD STATISTICS WITH COMPUT', and the 'Topic' dropdown to 'Non-Topic Sections'. Below these dropdowns, a red header bar reads 'Mathematics (MATH) 155 - MOD STATISTICS WITH COMPUT'. The main content area contains a detailed course description: 'Descriptive and inferential analysis of raw data, emphasizing appropriate assumptions, computer use and interpretation. Consideration of parametric and nonparametric methods and comparison of their powers. Intended for students in the social and natural sciences. May not receive credit for more than one: MATH 150, 155, 213 or 216. Prerequisites: High school Algebra II and plane geometry. Three hours per week. Meets General education IVB or IVC.' At the bottom left is a '< Done' button, and at the bottom right is a '+ Add Course' button with a blue arrow pointing to it. On the right side of the interface, under the heading 'Courses', a course card is displayed: 'Mathematics (MATH) 155 MOD STATISTICS WITH COMPUT Topic: Non-Topic Sections'. A blue arrow points from the course card back to the 'Add Course' button.

# 5. Enroll in Courses

## Sea Gull Scheduler

- You can also click on the “By General Education Course” tab, to narrow down your search based on specific criteria:

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

### Add Courses for Spring 2022

By Subject **By General Education Course** By Additional Attributes By Instructor

Attribute Gen Ed 1A (Composition) x

Subject English (ENGL)

Course 103 COMPOSITION AND RESEARCH

**English (ENGL) 103 - COMPOSITION AND RESEARCH**

A course in college-level academic writing. Focus on argument, critical reading and writing, and information literacy. Three hours per week with enhancement. Meets General Education IA.

< Done + Add Course

### Courses

- Mathematics (MATH) 155  
MOD STATISTICS WITH COMPUT  
Topic: Non-Topic Sections
- English (ENGL) 103  
COMPOSITION AND RESEARCH



# 5. Enroll in Courses

## Sea Gull Scheduler

- You can also click on the “By Additional Attributes” or “By Instructor” tabs, to narrow down your search based on specific criteria:

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

### Add Courses for Spring 2022

By Subject By General Education Course **By Additional Attributes** By Instructor

Attribute Supplemental Instruction x x

Subject Chemistry (CHEM)

Course 221 ORGANIC CHEMISTRY I

**Chemistry (CHEM) 221 - ORGANIC CHEMISTRY I**

An introduction to the structure, properties and reactivity of carbon compounds. Analysis of molecular structure, including bonding, conformation and isomerism, is applied to the mechanisms of organic chemical reactions. Emphasis is placed on problem solving and effective communication of chemical ideas. Prerequisite: C or better in CHEM 122. Three hours lecture, three hours laboratory per week. Meets General Education IVB (Prior to Fall 2008: IIIB).

Done + Add Course

### Courses

- Mathematics (MATH) 155  
MOD STATISTICS WITH COMPUT  
Topic: Non-Topic Sections
- English (ENGL) 103  
COMPOSITION AND RESEARCH
- Chemistry (CHEM) 221  
ORGANIC CHEMISTRY I

HOME

# 5. Enroll in Courses

## Sea Gull Scheduler

- **Optional Step:** Click on “+ Add Breaks” to record times during the day when you don’t wish to take classes (Examples: sports, commuting, employment).

The screenshot displays the Sea Gull Scheduler interface. At the top, there is a navigation bar with links for Plan Schedule, Shopping Cart (0), Current Schedule (0), Help, and Sign out. The Salisbury University logo is prominently displayed in the center. Below the logo, there are several filter options with 'Change' buttons: Course Status (Open Classes Only), Term (Spring 2022), Sessions (All Sessions Selected), Schools/Colleges (All Schools/Colleges Selected), Instruction Modes (All Instruction Modes Selected), Campuses (All Campuses Selected), and Locations (1 of 8 Selected). A yellow instruction box states: "Instructions: Add desired courses and breaks and click Generate Schedules button!". Below this, there are two main sections: "Courses" and "Breaks". The "Courses" section has a "+ Add Course" button and a list of selected courses with checkboxes and icons for sections, info, lock, and delete. The "Breaks" section has a "+ Add Break" button and a text input area for adding times during the day you do not wish to take classes. A large blue arrow points from the "Breaks" section towards the right side of the screen.

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

**Salisbury**  
UNIVERSITY

Course Status Open Classes Only Change Instruction Modes All Instruction Modes Selected Change

Term Spring 2022 Change Campuses All Campuses Selected Change

Sessions All Sessions Selected Change Locations 1 of 8 Selected Change

Schools/Colleges All Schools/Colleges Selected Change

Instructions: Add desired courses and breaks and click Generate Schedules button!

**Courses** + Add Course

Select All

Biology (BIOL) 211 MICROBIOLOGY  Sections

Chemistry (CHEM) 221 ORGANIC CHEMISTRY I  Sections

English (ENGL) 103 COMPOSITION AND RESEARCH  Sections

Mathematics (MATH) 155 MOD STATISTICS WITH COMPUT  Sections

Topic: Non-Topic Sections

**Breaks** + Add Break

Add times during the day you do not wish to take classes.

**HOME**

# 5. Enroll in Courses

## Sea Gull Scheduler

- **Optional Step:** Enter the times and days of the week the break is needed and click the “Add Break” button.

[Plan Schedule](#) [Shopping Cart \(0\)](#) [Current Schedule \(0\)](#) [Help](#) [Sign out](#)

### Add New Break

Breaks are times during the day that you do not wish to take classes.

Break Name:

Start Time:  :

End Time:  :

Days:  Select Weekdays

MON  TUE  WED  THU  FRI  SAT  SUN

# 5. Enroll in Courses

## Sea Gull Scheduler

- Make sure all your desired options are selected
- Click on “Generate Schedules” button to generate a list of all schedules that meet your course and break criteria:

The screenshot displays the Sea Gull Scheduler interface. At the top, there are navigation links: Plan Schedule, Shopping Cart (0), Current Schedule (0), Help, and Sign out. The Salisbury University logo is prominently displayed in the center. Below the logo, there are several filter settings, each with a 'Change' button: Course Status (Open Classes Only), Term (Spring 2022), Sessions (All Sessions Selected), Schools/Colleges (All Schools/Colleges Selected), Instruction Modes (All Instruction Modes Selected), Campuses (All Campuses Selected), and Locations (1 of 8 Selected). A yellow instruction box states: "Instructions: Add desired courses and breaks and click Generate Schedules button!". The interface is divided into two main sections: Courses and Breaks. The Courses section has a '+ Add Course' button and a list of courses with checkboxes and icons for sections, information, and removal. The Breaks section has a '+ Add Break' button and a list of breaks with checkboxes, an edit icon, and a removal icon. A large blue arrow points to the 'Generate Schedules' button at the bottom left. At the bottom right, there is a 'HOME' button.

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

Salisbury UNIVERSITY

Course Status Open Classes Only Change Instruction Modes All Instruction Modes Selected Change

Term Spring 2022 Change Campuses All Campuses Selected Change

Sessions All Sessions Selected Change Locations 1 of 8 Selected Change

Schools/Colleges All Schools/Colleges Selected Change

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses + Add Course Breaks + Add Break

Select All  Select All

Biology (BIOL) 211 MICROBIOLOGY  WORK MTWThF - 8:00pm to 11:00pm

Chemistry (CHEM) 221 ORGANIC CHEMISTRY I

English (ENGL) 103 COMPOSITION AND RESEARCH

Mathematics (MATH) 155 MOD STATISTICS WITH COMPUT Topic: Non-Topic Sections

Schedules  Generate Schedules  Advanced Options  View Schedules

HOME

# 5. Enroll in Courses

## Sea Gull Scheduler

- Click on the “View” link to see a calendar view of that available schedule

The screenshot displays the Sea Gull Scheduler interface. It is divided into three main sections: Courses, Breaks, and Schedules.

**Courses:** This section includes a '+ Add Course' button and a 'Select All' checkbox. Below are five course entries, each with a checked checkbox, course name, and three icons (gear, info, and a red X):

- Biology (BIOL) 211 MICROBIOLOGY
- Chemistry (CHEM) 221 ORGANIC CHEMISTRY I
- English (ENGL) 103 COMPOSITION AND RESEARCH
- Mathematics (MATH) 155 MOD STATISTICS WITH COMPUT (Topic: Non-Topic Sections)

**Breaks:** This section includes a '+ Add Break' button and a 'Select All' checkbox. Below is one break entry with a checked checkbox, name, time, and two icons (gear and a red X):

- WORK MTWThF - 8:00pm to 11:00pm

**Schedules:** This section features a 'Generate Schedules' button, a 'Shuffle' button, and a 'View Schedules' button. A green notification box states: "Looks like you have many scheduling options! Try using breaks, locks and course options to narrow your results. Generated 1000+ Schedules". Below this are three schedule entries, each with a 'View' link, a magnifying glass icon, a checkbox, and a list of course and break identifiers:

- 1 WORK, 211-Biology (BIOL)-020, 211-Biology (BIOL)-021, 221-Chemistry (CHEM)-520, 221-Chemistry (CHEM)-521, 103-English (ENGL)-001, 155-Mathematics (MATH)-018
- 2 WORK, 211-Biology (BIOL)-020, 211-Biology (BIOL)-021, 221-Chemistry (CHEM)-010, 221-Chemistry (CHEM)-013, 103-English (ENGL)-009, 155-Mathematics (MATH)-005
- 3 WORK, 211-Biology (BIOL)-020, 211-Biology (BIOL)-021, 221-Chemistry (CHEM)-010, 221-Chemistry (CHEM)-013, 103-English (ENGL)-011, 155-Mathematics (MATH)-005



# 5. Enroll in Courses

- Click on the arrow in the box in the upper-right to view additional schedules
- If there are too many schedules to choose from or a schedule within your parameters is not available, go back to “Courses” or “Breaks” and make adjustments.

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

## Potential Schedule for Spring 2022

Back Print Email Validate Shopping Cart Quick Enroll Schedule 1 of 1000

You are viewing a potential schedule only and you must still register.

Status	Class #	Section	Subject	Course	Seats Open	Seats Capacity	Day(s) & Location(s)	Campus	Credits
Not Enrolled	1353	020	Biology (BIOL)	211	48	48	MW 12:00pm - 12:50pm - 243 Henson Hall	Salisbury	0
Not Enrolled	1354	021	Biology (BIOL)	211	24	24	MW 3:00pm - 4:40pm - 254 Henson Hall	Salisbury	4
Not Enrolled	1406	520	Chemistry (CHEM)	221	16	16	TTh 9:30am - 10:45am - 341 Henson Hall	Salisbury	0
Not Enrolled	1407	521	Chemistry (CHEM)	221	8	8	T 12:30pm - 3:15pm - 356 Henson Hall	Salisbury	4
Not Enrolled	1259	001	English (ENGL)	103	18	18	MWF 8:00am - 8:50am - 263 Perdue Hall	Salisbury	4
Not Enrolled	3670	018	Mathematics (MATH)	155	20	20	MWF 2:00pm - 2:50pm - 123 Henson Hall	Salisbury	3
									15

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15	English (ENGL)-103 263 Perdue Hall		English (ENGL)-103 263 Perdue Hall		English (ENGL)-103 263 Perdue Hall
8:30					
8:45					

# 5. Enroll in Courses

## Sea Gull Scheduler

- Once a schedule is chosen, click “Send to Shopping Cart” button from the schedule view. Your desired scheduled will be saved in your Sea Gull Scheduler Shopping Cart until you are able to Enroll for the semester.

Plan Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

### Potential Schedule for Spring 2022

Back Print Email Validate **Shopping Cart** Quick Enroll Schedule 1 of 1000

You are viewing a potential schedule only and you must still register.

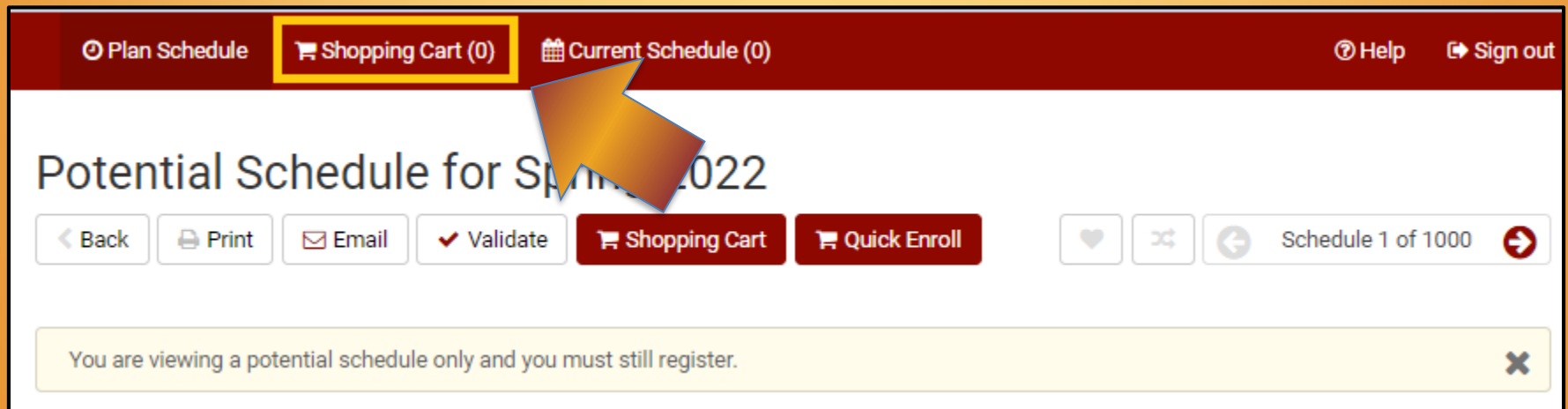
Status	Class #	Section	Subject	Course	Seats Open	Seats Capacity	Day(s) & Location(s)	Campus	Credits
Not Enrolled	1353	020	Biology (BIOL)	211	48	48	MW 12:00pm - 12:50pm - 243 Henson Hall	Salisbury	0
Not Enrolled	1354	021	Biology (BIOL)	211	24	24	MW 3:00pm - 4:40pm - 254 Henson Hall	Salisbury	4
Not Enrolled	1406	520	Chemistry (CHEM)	221	16	16	TTh 9:30am - 10:45am - 341 Henson Hall	Salisbury	0
Not Enrolled	1407	521	Chemistry (CHEM)	221	8	8	T 12:30pm - 3:15pm - 356 Henson Hall	Salisbury	4
Not Enrolled	1259	001	English (ENGL)	103	18	18	MWF 8:00am - 8:50am - 263 Perdue Hall	Salisbury	4
Not Enrolled	3670	018	Mathematics (MATH)	155	20	20	MWF 2:00pm - 2:50pm - 123 Henson Hall	Salisbury	

HOME

# 5. Enroll in Courses

## Sea Gull Scheduler

- Once Enrollment is open you will select your “Shopping Cart” tab at the top of your Sea Gull Scheduler Account. This will allow you to view your desired schedule and check if seats are still available in the courses you want to take.

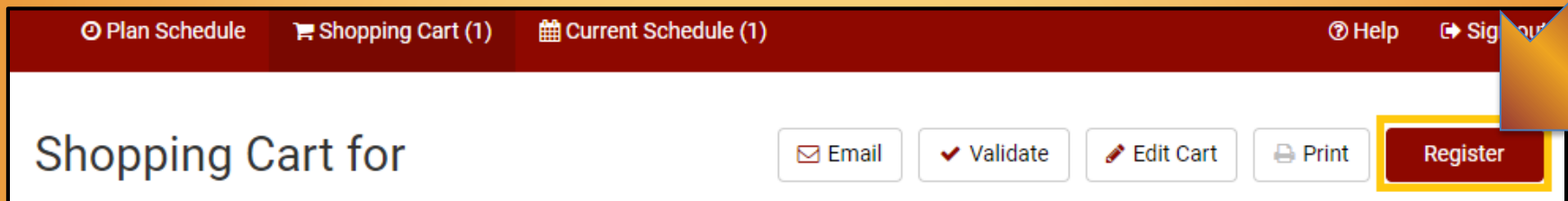


The screenshot displays the Sea Gull Scheduler interface. At the top, there is a dark red navigation bar with the following elements: a circular icon next to "Plan Schedule", a shopping cart icon next to "Shopping Cart (0)" (which is highlighted with a yellow box), a calendar icon next to "Current Schedule (0)", a question mark icon next to "Help", and a sign-out icon next to "Sign out". Below the navigation bar, the main content area has a white background. The title "Potential Schedule for Spring 2022" is displayed. Below the title, there is a row of buttons: "Back", "Print", "Email", "Validate", "Shopping Cart" (highlighted in dark red), and "Quick Enroll". To the right of these buttons are icons for a heart, a double arrow, and a refresh icon, followed by the text "Schedule 1 of 1000" and a refresh icon. At the bottom of the main content area, there is a yellow warning box with the text "You are viewing a potential schedule only and you must still register." and a close icon (X).

# 5. Enroll in Courses

## Sea Gull Scheduler

- After you double check your schedule in your “Shopping Cart” you will then click “Register” in Sea Gull Scheduler to enroll into your courses.



- You will then want to go into GullNet and check your “My Academic Requirements” (Academic Record tile) and your “My Class Schedule” (Enrollment tile) to double check that you are officially enrolled in your courses.

### Reminders:

- Students can register at their appointed time only if they’ve been activated by their advisor. Your Enrollment Appointment Information is available in your Student Center in GullNet.
- Be flexible with your schedule and consider course alternatives if needed.

# 5. Enroll in Courses

## Changing your Schedule with Sea Gull Scheduler

- In your Student Center in GullNet, click on and follow the instructions to open Sea Gull Scheduler, be sure to disable your pop-up blocker and leave this tab open.
- Clicking on “+ Add Course” allows you to create a list of courses you wish to take during a specific term:



The screenshot displays the Sea Gull Scheduler interface. At the top, there is a navigation bar with links for "Plan Schedule", "Shopping Cart (0)", "Current Schedule (0)", "Help", and "Sign out". The main content area features the Salisbury University logo and a "Select Term" section. This section contains a table with two rows: "Winter 2022" and "Spring 2022". The "Spring 2022" row is selected, indicated by a blue radio button. A large blue arrow points to the "Spring 2022" radio button, and another large blue arrow points to the "Save and Continue" button. The "Save and Continue" button is a red button with a white checkmark and the text "Save and Continue". In the bottom right corner, there is a red button with the text "HOME".

Term
<input type="radio"/> Winter 2022
<input checked="" type="radio"/> Spring 2022

[Save and Continue](#)

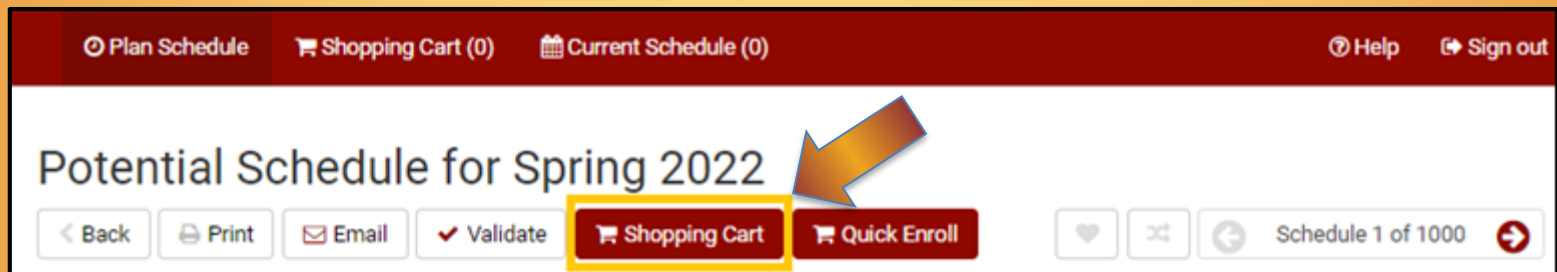
[HOME](#)



# 5. Enroll in Courses

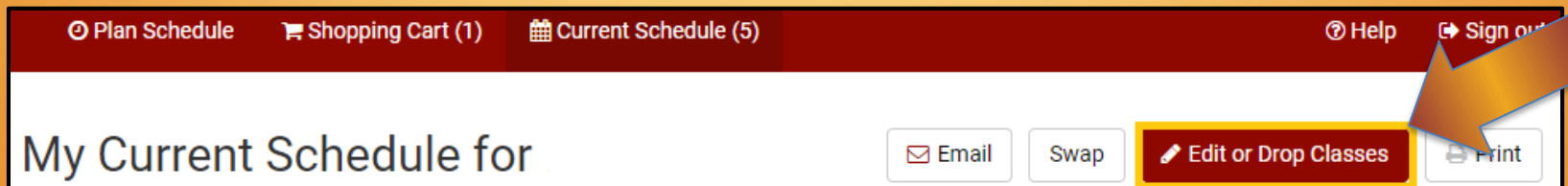
## Changing your Schedule with Sea Gull Scheduler

- Refer to the steps listed previously to search for and add potential courses.
- Once a schedule is chosen, click “Send to Shopping Cart” button from the schedule view. Your desired scheduled will be saved in your Sea Gull Scheduler Shopping Cart until you are able to Enroll for the semester.



## Swapping Courses in Sea Gull Scheduler

- To make the “Swap” you will then need to go to your “Current Schedule” and select the “Swap” button.



# 5. Enroll in Courses

## Swapping Courses in Sea Gull Scheduler

- You will need to select the course you want to “Swap” out of and use the “Shopping Cart” feature to pull the course you have already selected. Once you have selected your Options you will have to click the “Swap” button to confirm your change.

Swap a Class for

Select a class from current schedule to swap:

Search for a new class to swap with:

By Class # **Shopping Cart** By Subject

Enter Class # to Swap:

- You will then want to go into GullNet and check your “My Academic Requirements” (Academic Record tile) and your “My Class Schedule” (Enrollment tile) to double check that you’re officially enrolled in your courses.


# 6. Check Academic Requirements Report

- Make sure the courses you enrolled in are reflected in your **Academic Requirements Report**.
- Newly enrolled courses will show as “In Progress” with a yellow diamond.
- Please note that the term reflected should be “Winter 2023” or “Spring 2023” depending on the semester you enrolled in the course.

▼ CHEM 122 [L12]

Satisfied: Complete CHEM 122.

The following courses were used to satisfy this requirement:

Personalize | View All |  First ◀ 1 of 1 ▶ Last

Course	Description	Units	When	Grade	Status
CHEM 122	GENERAL CHEMISTRY II	4.00	Spring 2022		◆

# Hold Index

- If you have a [hold](#) on your record, please contact the appropriate office/individual listed here.
- Some holds will block your eligibility to register for classes.

CODE	TYPE	OFFICE	PHONE
*ACA	Academic Affairs	Academic Affairs Office	410-543-6330
*ADM	Admissions Hold	Admissions Office	410-543-6161
*CAS	Cashier's Hold	Cashiers Office	410-543-6060
FIN	Financial Aid Hold	Financial Aid Office	410-543-6165
FSV	Financial Services Hold	Accounts Receivable Office	410-543-6079
*HS1	Health Services Hold	Health Services	410-543-6262
HS2	Health Services Hold	Health Services	410-543-6262
*PAR	Parking Fine Hold	Parking Services	410-543-6338
REC	Records Hold	Registrar's Office	410-543-6150
*REG	Registrar Hold	Registrar's Office	410-543-6150
*STU	Student Affairs Hold	Student Affairs	410-543-6080
VA	Veteran Benefits Flag	Registrar's Office	410-543-6150

[HOME](#)

# Course Repeat Policy

## Appendix F

### Course Repeat Policy

The Repeat Policy was established to provide the appropriate academic support to students who have multiple course attempts within certain disciplines. Salisbury University's commitment to students' success includes ensuring the opportunity to complete an undergraduate degree within four years. However, the repetition of the same course often demonstrates the need for extra academic assistance to stay or get back on track. This Repeat Policy facilitates an enhanced level of intervention based on a students' needs that will help achieve their academic goals. This policy applies to all undergraduate courses offered in the Henson School of Science and Technology, effective academic year 2013-2014 and all undergraduate and graduate courses offered in the School of Health Sciences, effective academic year 2021-2022. (Note: other restrictions on course repeats may apply; check with specific academic programs for details).

### Approved Courses and Grades

Students may repeat courses offered by the Henson School of Science and Technology and the School of Health Sciences one time at Salisbury University without special permission. These include courses with prefixes AHPH, ATTR, BIOL, CHEM, COSC, DSCI, ENGR, EXSC, FTWL, GEOG, GEOL, HLSC, HLTH, MATH, MDTC, PHYS, RESP and URPL for which the student earned any grade (B, C, D, F, PS, I, W, WP, WF, NGR or Audit). Note that grades of W, WF or WP earned by withdrawing from a class after the scheduled adjustment period (typically the first week of the semester for spring/fall and the first three days for summer/winter) are considered grades and are subject to this policy. Exceptions are those courses that may be repeated for credit (e.g., BIOL 490, CHEM 499). Also, some majors may limit students to a single repeat of specific courses (see requirements for your major).

See the [Appendix F](#) of the [Academic Catalog](#) for more information

### Third Enrollment Approval Process

Students who wish to repeat a course a second time (third enrollment) must seek approval from the appropriate Dean's Office. For Henson courses, the [Henson School of Science and Technology Repeat Request form](#) must be submitted to the Henson School's advising services coordinator. For Health Sciences courses, the student must contact the College of Health and Human Services' Advising Services Coordinator to start the process. Completion of this process does not guarantee enrollment for a third time, as enrollment will depend upon a compelling plan for success and available seats in the course. Students will not be allowed to enroll in a course for a fourth time unless there are extenuating circumstances.

### GPA Calculation

Please note that all grades appear on students' transcripts. For undergraduate courses, the grade from the most recent attempt at SU is used to calculate grade point averages, **even if that grade is lower than the first time the student took the course**. Students transferring credits from other institutions should be aware that these courses may complete degree requirements, but grades earned in these transferred courses will not be used in SU GPA calculations and do not replace any grade earned in the equivalent course at SU.

[HOME](#)



# Registration Resources

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**How to login to GullNet:**

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=eafe1fda-732b-4dfc-b249-aace00f8c0ce&start=undefined>

**View Academic Advisor and/or Faculty Mentor in GullNet:**

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=757c213c-0611-4d6c-9f28-aac7014b9d69&start=undefined>

**View your enrollment date/time (appointment):**

[https://salisbury.instructure.com/courses/33932/pages/locating-your-enrollment-date-video?module\\_item\\_id=780689](https://salisbury.instructure.com/courses/33932/pages/locating-your-enrollment-date-video?module_item_id=780689)

**View your transfer credit report:**

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=15237df2-5063-476b-8a89-aac7014b9c50&start=undefined>

**View your Academic Requirements Report in GullNet:**

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=e26af2db-49ab-4fa3-a342-aac7014960e2&start=undefined>

**Sea Gull Scheduler directions (written PDF instructions):**

<https://www.salisbury.edu/academic-offices/advising-center/files/handouts/pp-sea-gull-scheduler-how-to-instructions.pdf>

**Add/drop/swap video (in GullNet):**

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=14739de2-e0ad-4f22-ab7b-aace00f9323b&start=undefined>

**Enroll in waitlist (does NOT explain waitlist swap):**

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=93326bce-cde5-491d-b47b-aac7014b9d93&start=undefined>

**View your holds (if you have any):**

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=94ebbef7-7050-46cc-ba8f-aace00f8c48b&start=undefined>

**Classes at another institution (Request to Study and ARTSYS):**

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=1547afca-a39a-4811-8b49-aace00f8bc56&start=126.193985>

**Registrar's Office website for more information:**

<https://www.salisbury.edu/administration/academic-affairs/registrar/registration/study-at-another-institution.aspx>

**ARTSYS website:**

<https://artsys.usmd.edu/>

**Academic Record Request (How to change or declare a major/minor):**

<https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=419340d1-1f66-4aa2-a83d-aacd00ff6394&start=undefined>

**HOME**

# Campus Resources

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## **Academic Advising Center:**

<https://www.salisbury.edu/academic-offices/advising-center/index.aspx>

## **Program Planning Tools:**

<https://www.salisbury.edu/academic-offices/advising-center/tools.aspx>

## **Other Resources:**

Career Services:

<https://www.salisbury.edu/career-services/index.aspx>

Center for Student Achievement:

<https://www.salisbury.edu/administration/student-affairs/center-for-student-achievement/index.aspx>

Chemistry Help Center:

<https://www.salisbury.edu/academic-offices/science-and-technology/chemistry/help-center.aspx>

Counseling Center:

<https://www.salisbury.edu/administration/student-affairs/counseling-center/index.aspx>

Disability Support Center:

<https://www.salisbury.edu/administration/student-affairs/disability-resource-center/index.aspx>

Financial Aid Office:

<https://www.salisbury.edu/admissions/financial-aid/index.aspx>

Math Emporium:

<https://www.salisbury.edu/academic-offices/science-and-technology/math-and-computer-science/tutoring-center.aspx>

Student Health Services:

<https://www.salisbury.edu/administration/student-affairs/student-health-services/index.aspx>

SU Cares:

<https://www.salisbury.edu/administration/student-affairs/su-cares/>

University Writing Center:

<https://www.salisbury.edu/administration/academic-affairs/university-writing-center/index.aspx>

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**Happy Enrolling  
-and-  
Let us know if you need anything!**

[Academic Advising Center](#)

**HOME**