

IT'S TIME FOR SPRING 2010 ADVISING / REGISTRATION!

Dear Advisee:

The registration period for the spring 2010 semester will begin on October 12, 2009. My advising office hours during this period are as follows:

Mondays 11:00-3:00 | Tuesdays 3:00-5:00 | Thursdays 11:00-3:00 | Fridays 11:00-12:30
I will have late office hours (7:00pm-10:00pm) on 10/21, 10/28 and 11/04

A copy of the HD-Pasadena Schedule of Classes for spring 2010 is enclosed; however, please note that the schedules are frequently adjusted or corrected, so be sure to check for updates on our website.

For spring 2010 course information, please link to: <http://www.pacificoaks.edu/pages/702.asp>

**ADD/DROP DEADLINE FOR SPRING: JANUARY 22 W/O A FEE
AND FEBRUARY 1ST WITH AN ASSOCIATED FEE**

IMPORTANT NOTICES

- **It is essential that you clear up any Admissions, Library or Business Holds before you submit your registration** as you will not be allowed to register if you have a hold on your account or miss the registration deadline date!
- **If you are applying for Financial Aid for the spring semester** please visit the Financial Aid WebPage link for the application and other valuable information at: <http://www.pacificoaks.edu/pages/338.asp>

The best way to make an appointment is to come by my office and sign up on the calendar on my door. That way you can immediately see what times are available. If you cannot come by, you can call Sandy Whitford at (626) 397-1310, and she'll schedule you. Phone appointments are also available for times when I'm not in the office.

A SUGGESTION:

It's wise to look at the schedule of classes **before** we meet, to acquaint yourself with possible choices, and to cross out the classes that your schedule won't permit you to take. ***I suggest that you print out the most recent version of the schedule, mark it up, and bring it to our meeting.*** This will save us a great deal of time when we get together to make the final choices!

If you are not planning on taking classes in the spring you will need to submit a *Leave of Absence* form. You can download this and other forms off of the Registrar's Office website link at . <http://www.pacificoaks.edu/pages/227.asp>

I look forward to hearing from you soon!

Tim Sundeen

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