Course Registration & Program Planning Information for Students

Salisbury UNIVERSITY

Registration Information

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.

HOME

Back to Table of Contents

Salisbury UNIVERSITY

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 2026 Pre-Registration: (ends November 7 @ 4 P.M.)**

• Special Populations/Priority Students	October 22 – November 7, 2025
• Senior Special Populations (90+ earned credits)	October 23 – November 7, 2025
• Seniors (90+ earned credits)	October 24 – November 7, 2025
• Junior Special Populations (60 – 89 earned credits)	October 27 – November 7, 2025
• Juniors (60 – 89 earned credits)	October 28 – November 7, 2025
• Sophomore Special Populations (30 – 59 earned credits)	October 30 – November 7, 2025
• Sophomores (30 – 59 earned credits)	October 31 – November 7, 2025
• Freshman Special Populations (0 – 29 earned credits)	November 3 – 7, 2025
• Freshman (0 – 29 earned credits)	November 4 – 7, 2025

Click **HERE** or **HERE** for more information about Registration Dates.

❑ **Spring 2026 Open Enrollment:**
November 17, 2025 – January 25, 2026

❑ **Winter 2026 Enrollment (all students) appointments opens on October 17 @ 7AM**

Program Planning

- **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.

HOME

Program Planning

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.

HOME

Course Enrollment Process

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).

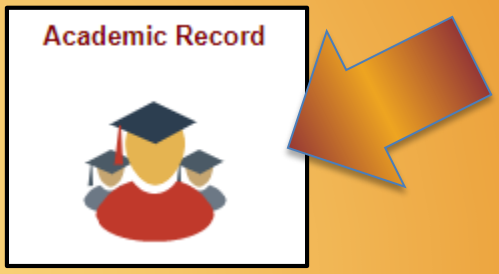
6. Check your Academic Requirements Report again – Just to make sure the courses you enrolled in populate where expected.

7. Follow up with campus resources as needed.

HOME

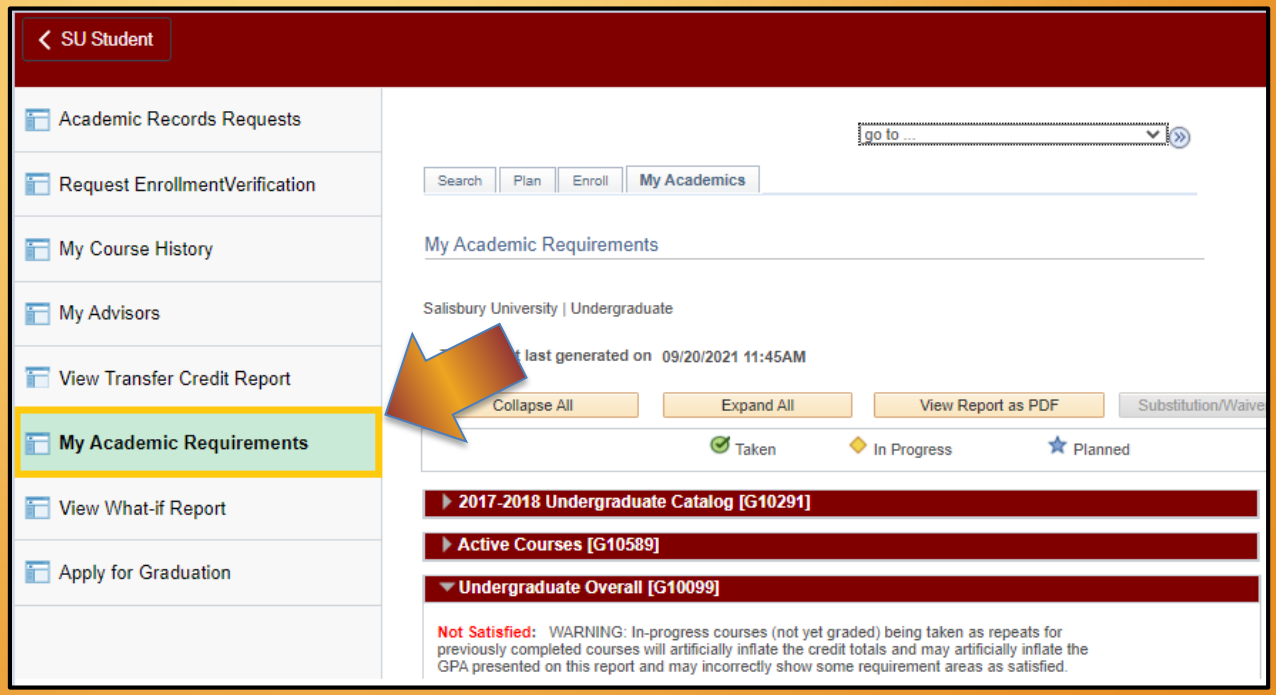
1. View Academic Requirements Report

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.

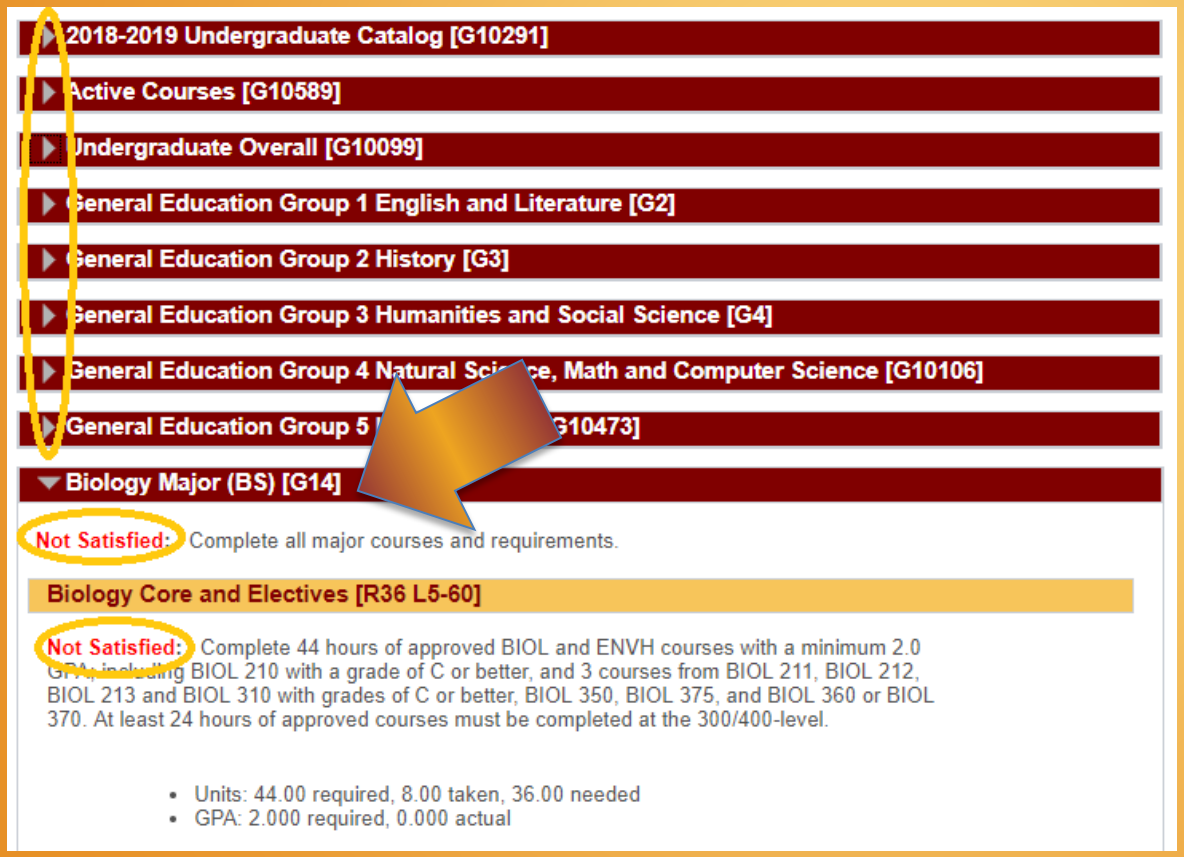
You should look at this report **before and after** enrolling each semester to ensure you are enrolled in the correct courses.



HOME

1. View Academic Requirements Report

Example of an **Academic Requirements Report**



- 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.

HOME

2. Plan Courses for Next Semester

- 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.

HOME

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 410-555-55555 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
BIOL	211	Microbiology	4	Major
CHEM	221	Organic Chemistry I	4	Major
ENGL	103	Research and Composition	4	Gen Ed
PSYC	101	General Psychology	4	Gen Ed

2. Plan Courses for Next Semester

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

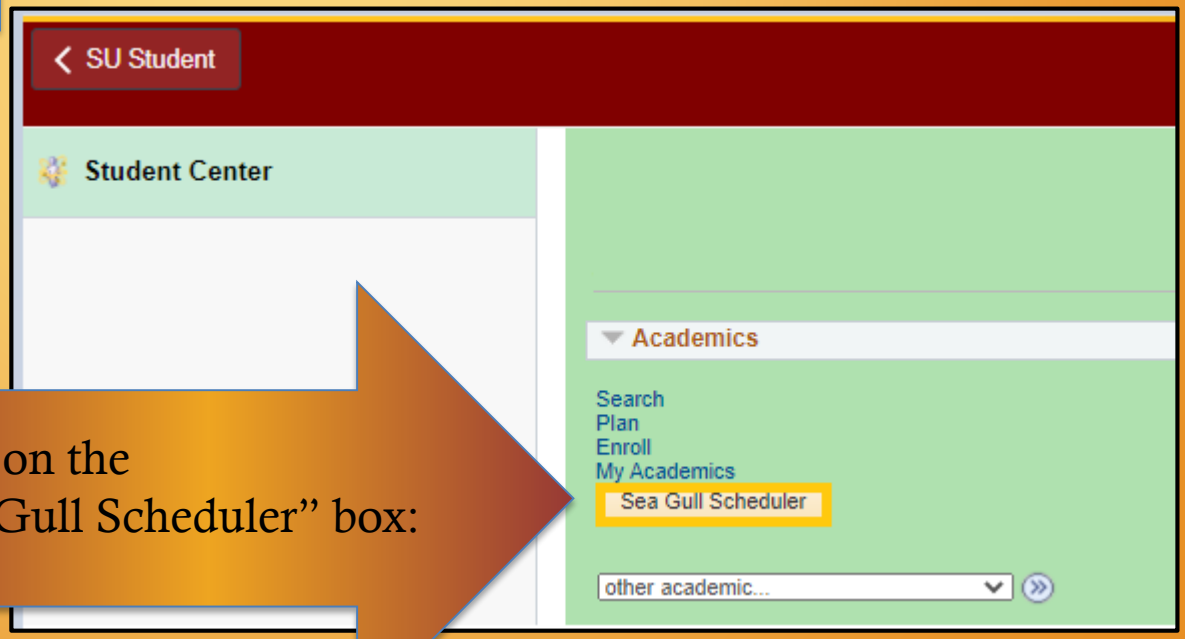
HOME

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).

Click on the "Student Center" icon

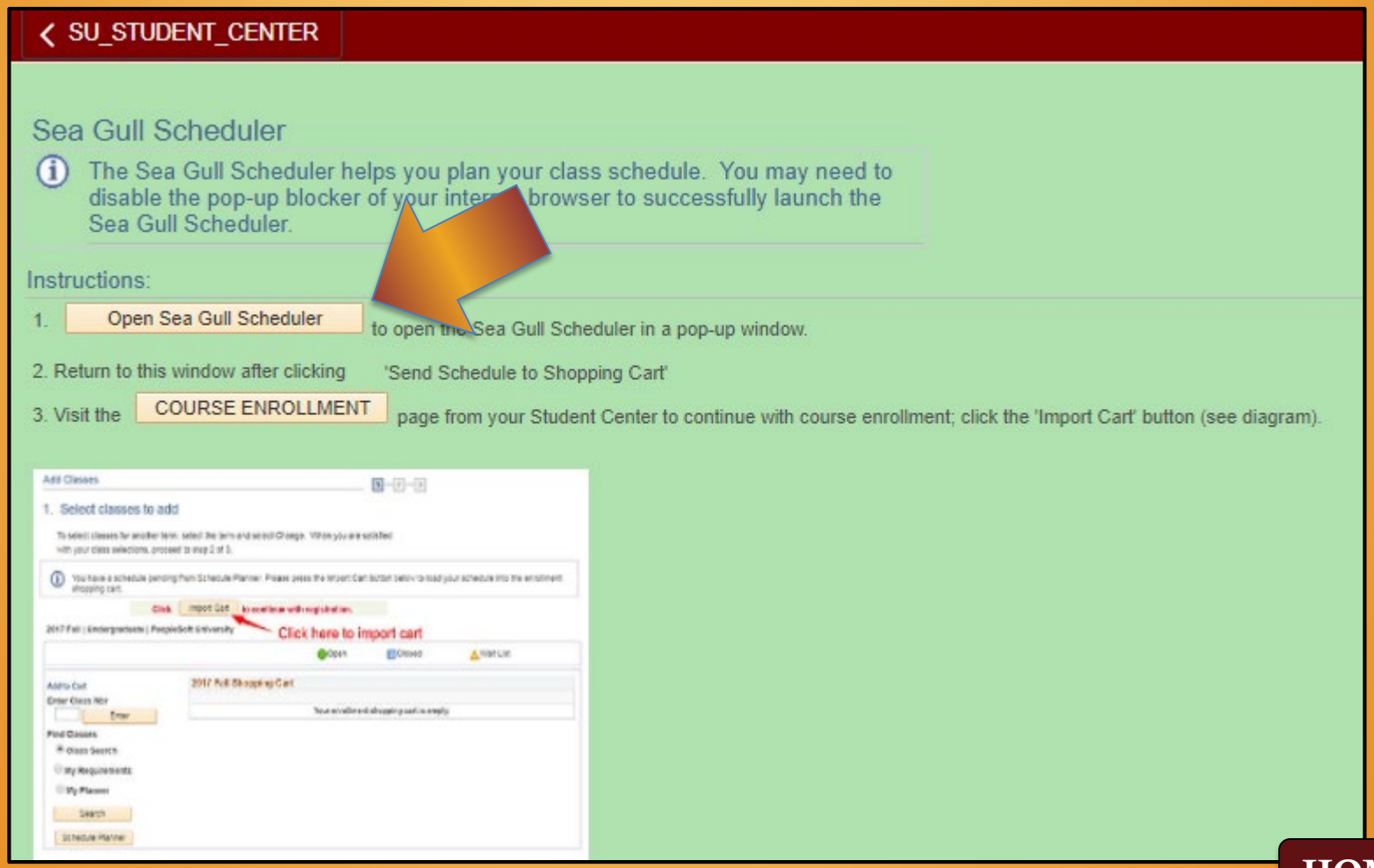


Click on the "Sea Gull Scheduler" box:

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.



HOME

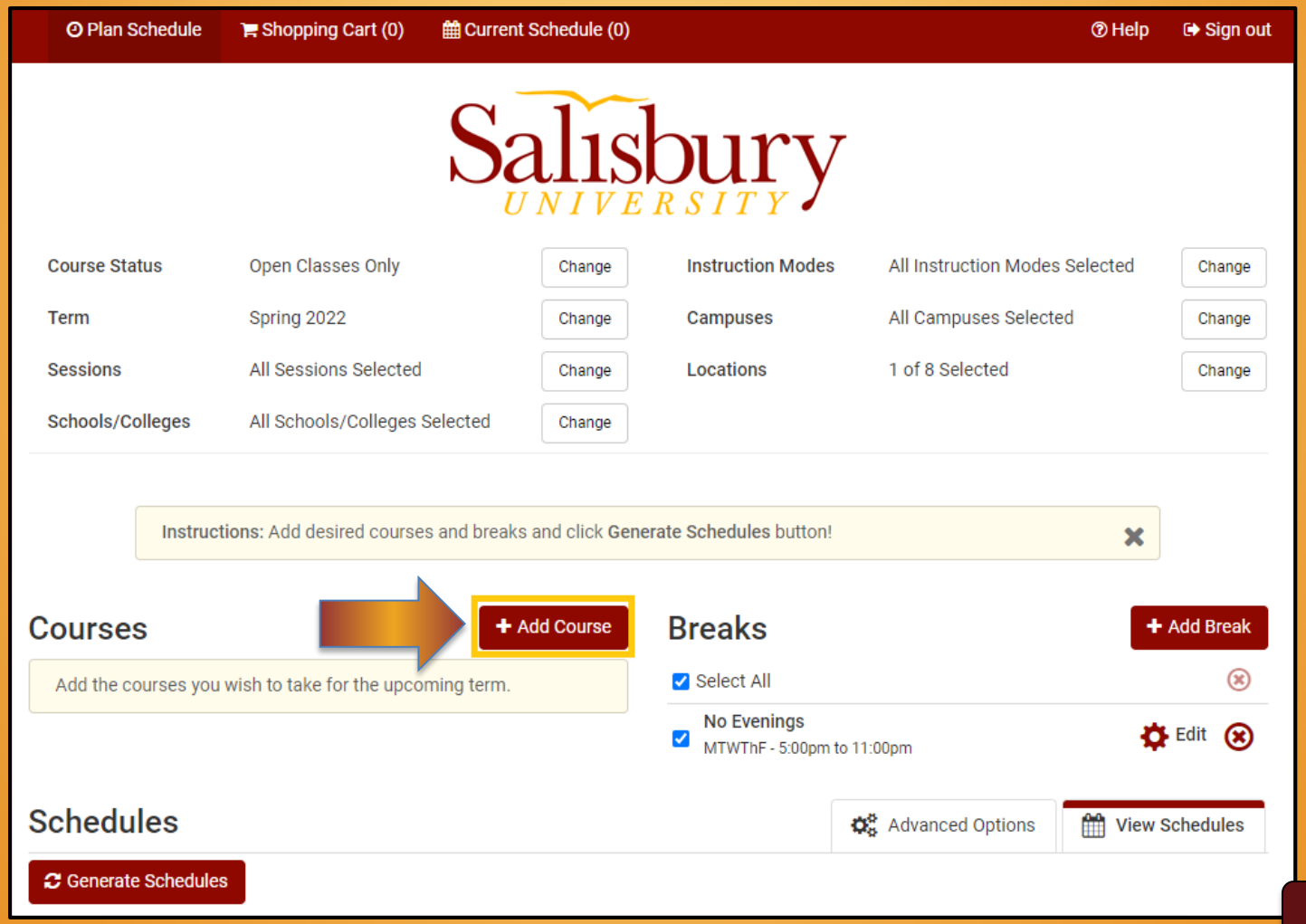
2. Plan Courses for Next Semester

- Click on the desired term.
- Click on the "Save and Continue" button.

HOME

2. Plan Courses for Next Semester

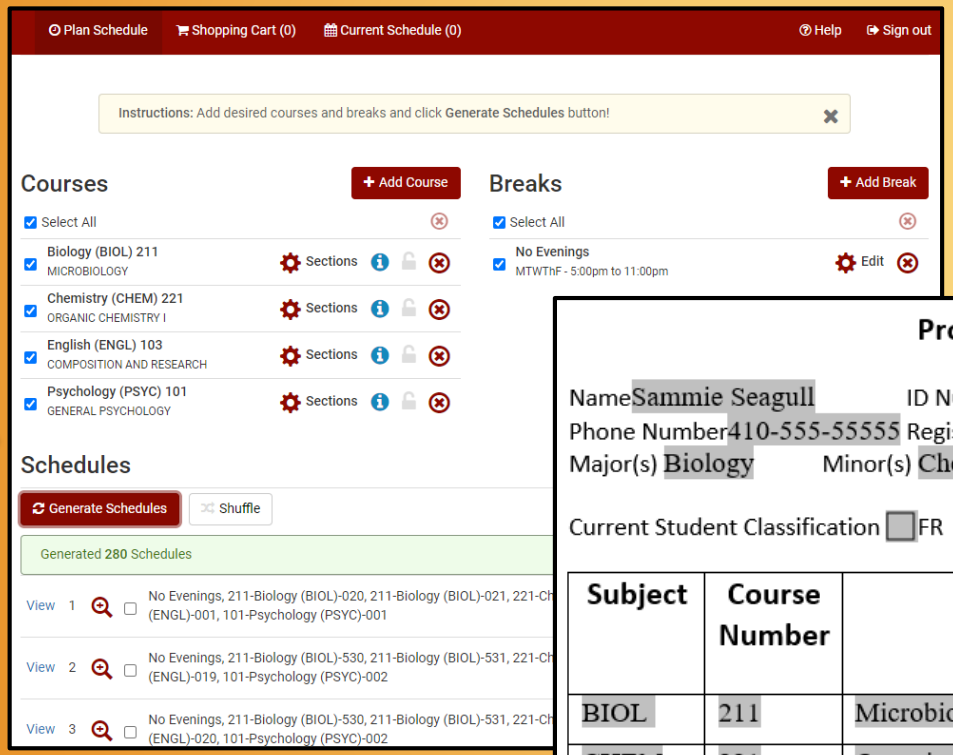
- Clicking on "+ Add Course" allows you to create a list of courses you wish to take during a specific term:



HOME

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

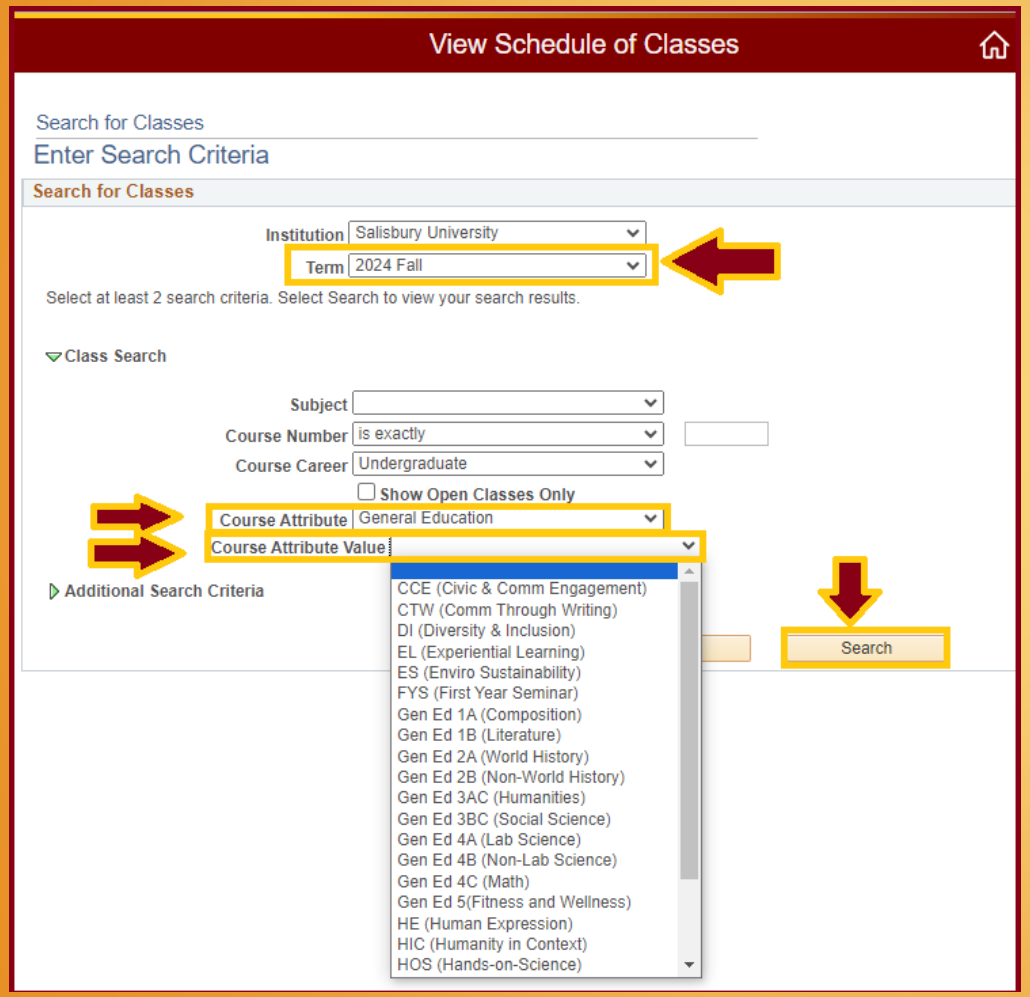
Name Sammie Seagull ID Number: 1234567
Phone Number 410-555-55555 Registering for ☐ Fall ☒ Spring Year 2022
Major(s) Biology Minor(s) Chemistry

Current Student Classification ☐ FR ☒ SO ☐ JR ☐ SR ☐ USB ☐ GRAD ☒ UGND

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

HOME

General Education Courses



To search for General Education courses in GullNet:

- Click on the following link (may require SU login): Search for Classes by Semester

Once in the Search area:

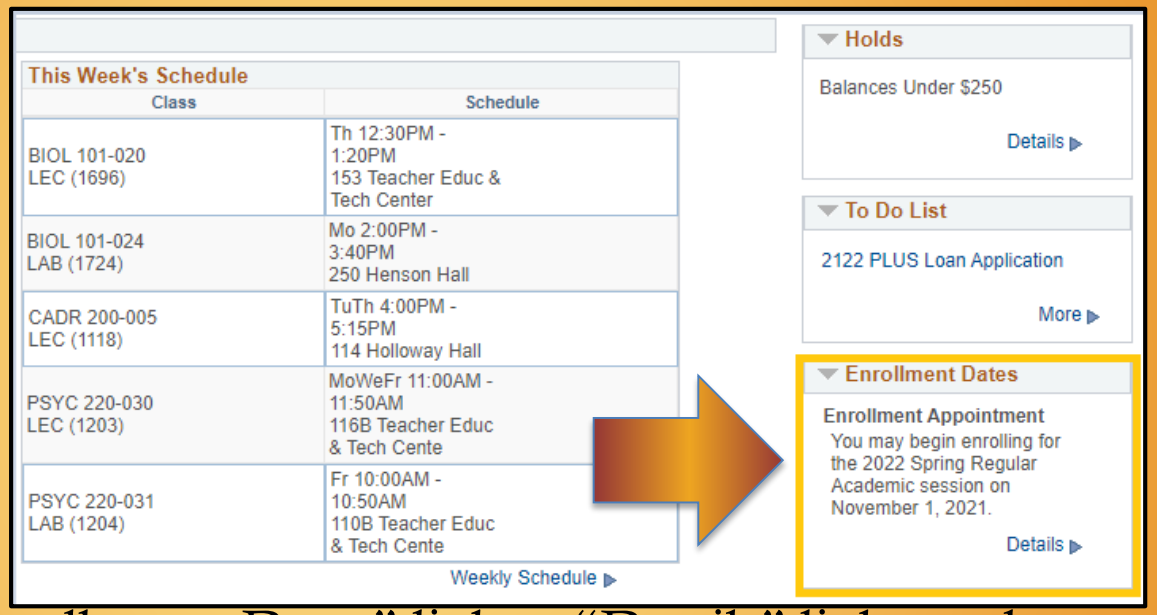
- Select the appropriate term
- Select "General Education" from the Course Attribute dropdown menu
- Click on the dropdown menu by Course Attribute Value to view a complete list of general education courses

*This list includes courses for old and new catalog years

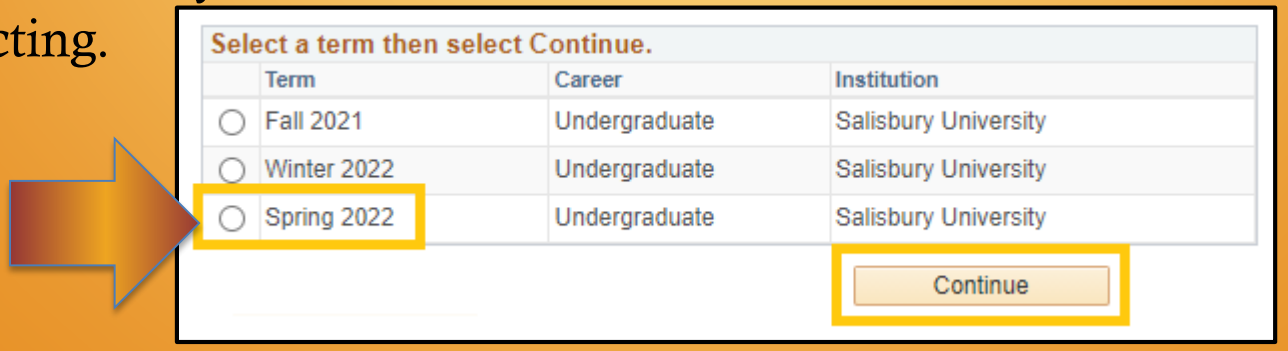
Back to Table of Contents

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.



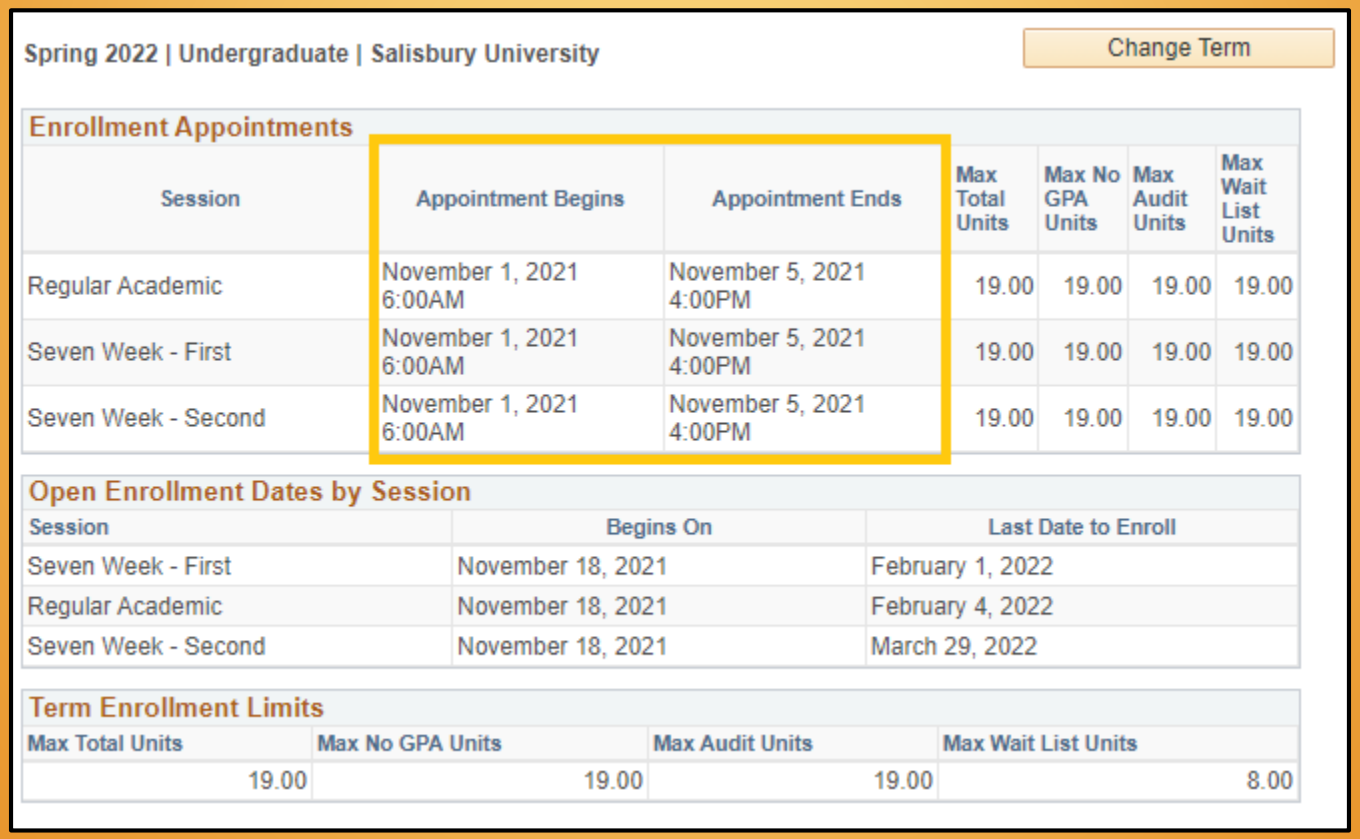
- Click on "Open Enrollments Dates" link or "Details" link to select the semester you want to view. Press the "Continue" box after selecting.



HOME

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

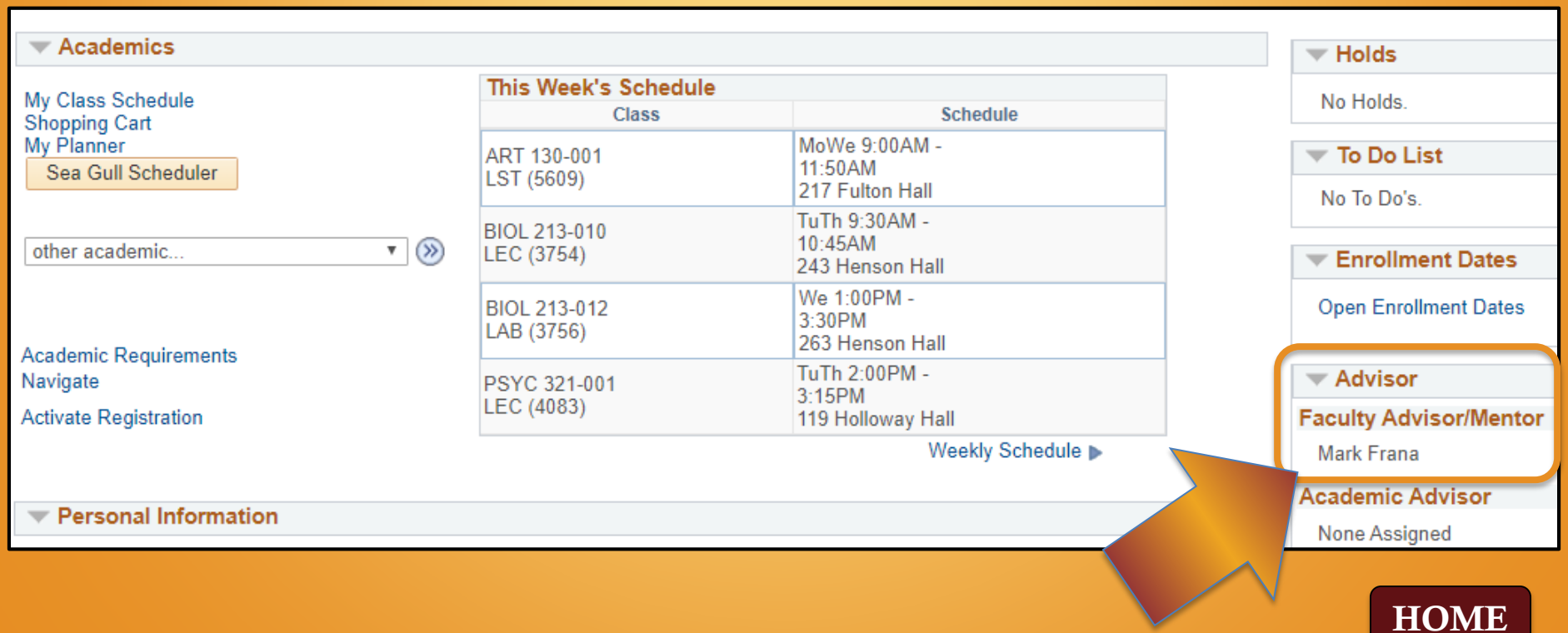
Term Enrollment Limits

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

HOME

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.



HOME

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

- 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.

HOME

5. Enroll in Courses

- 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.

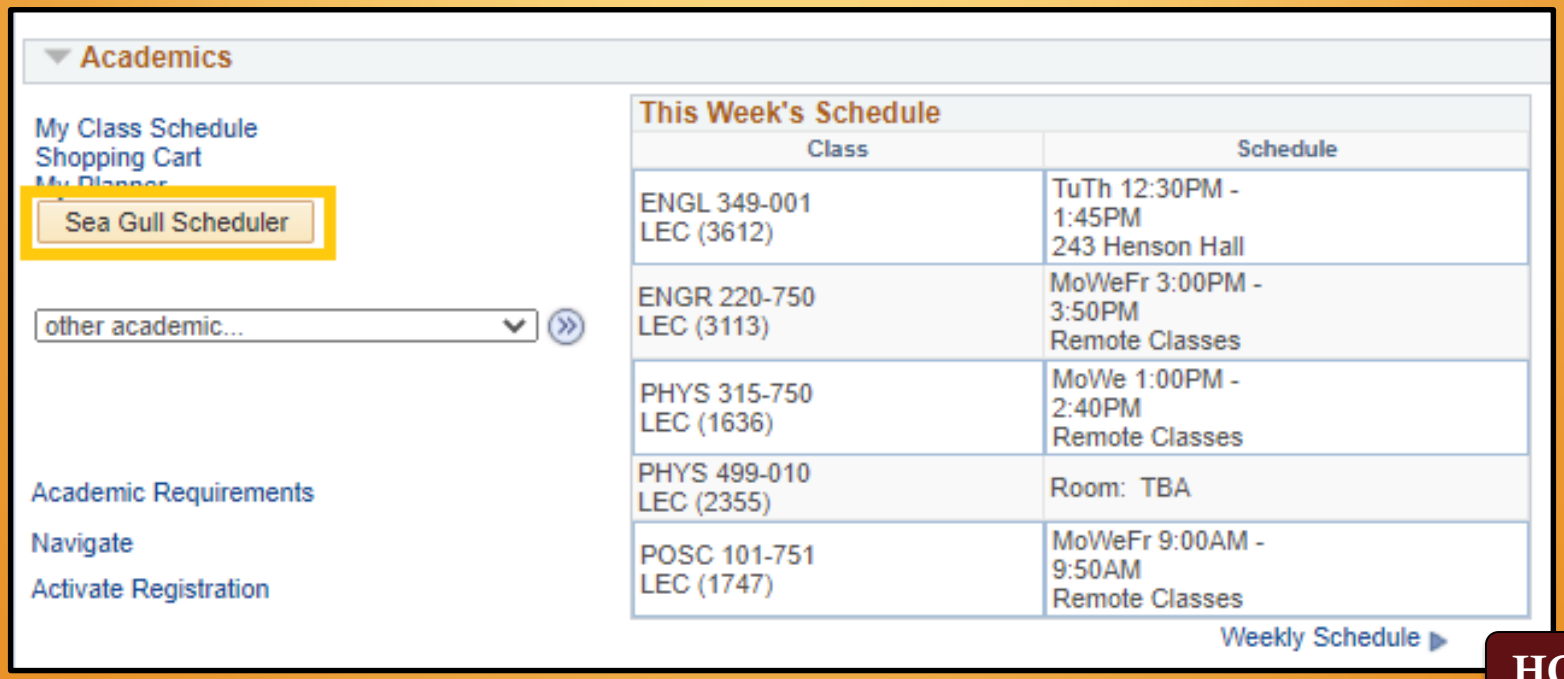
HOME

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).

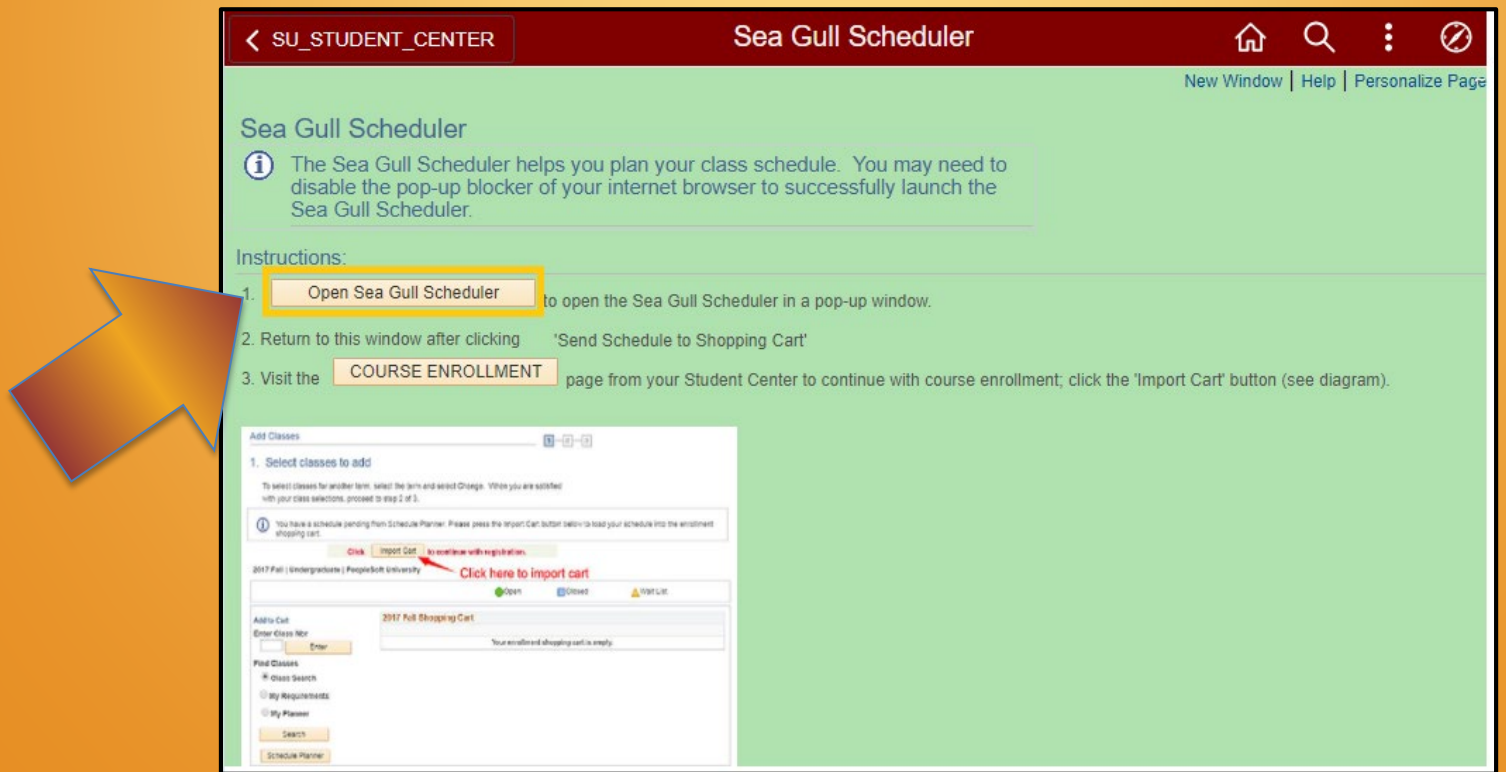


HOME

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!

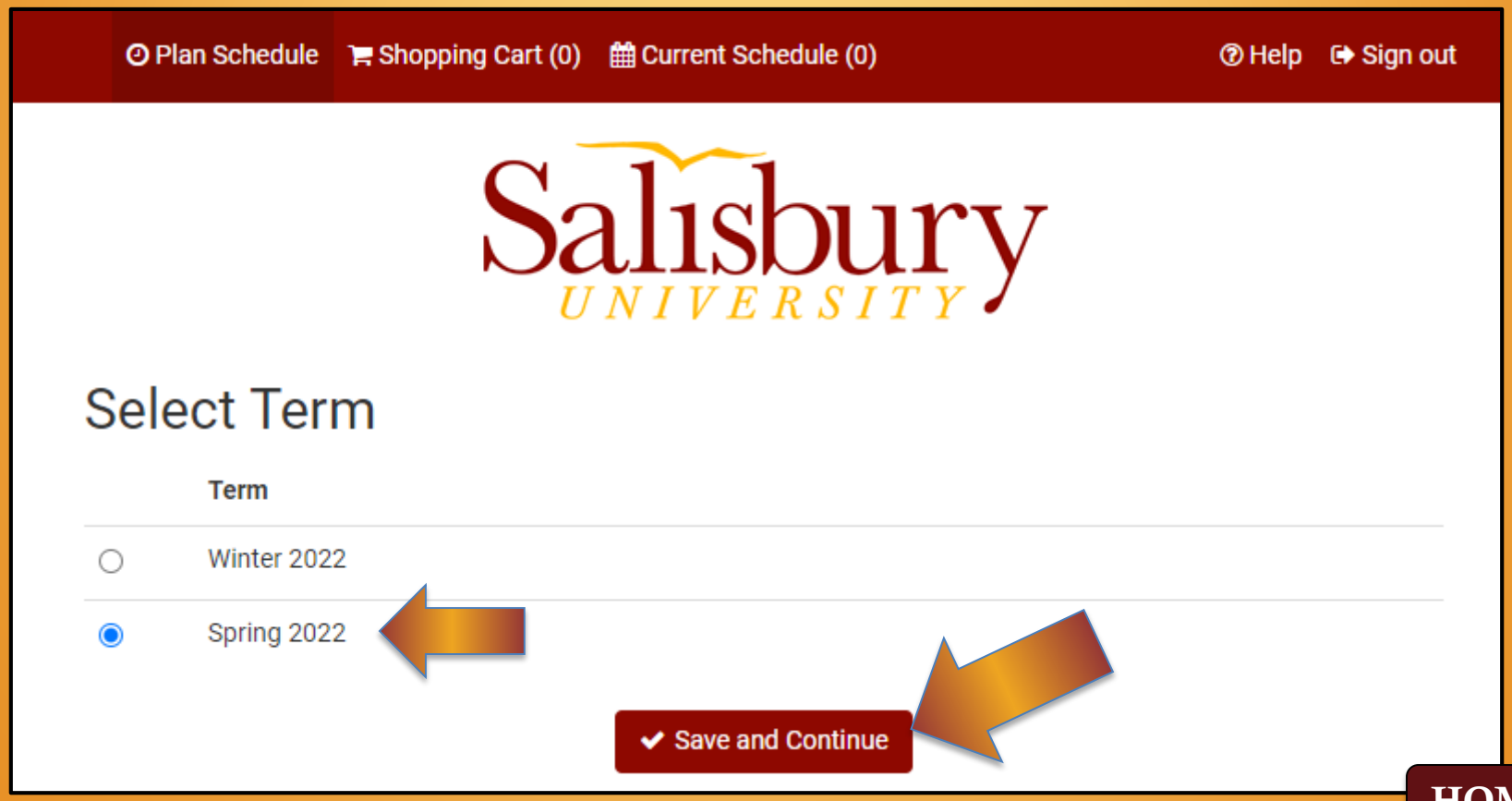


HOME

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

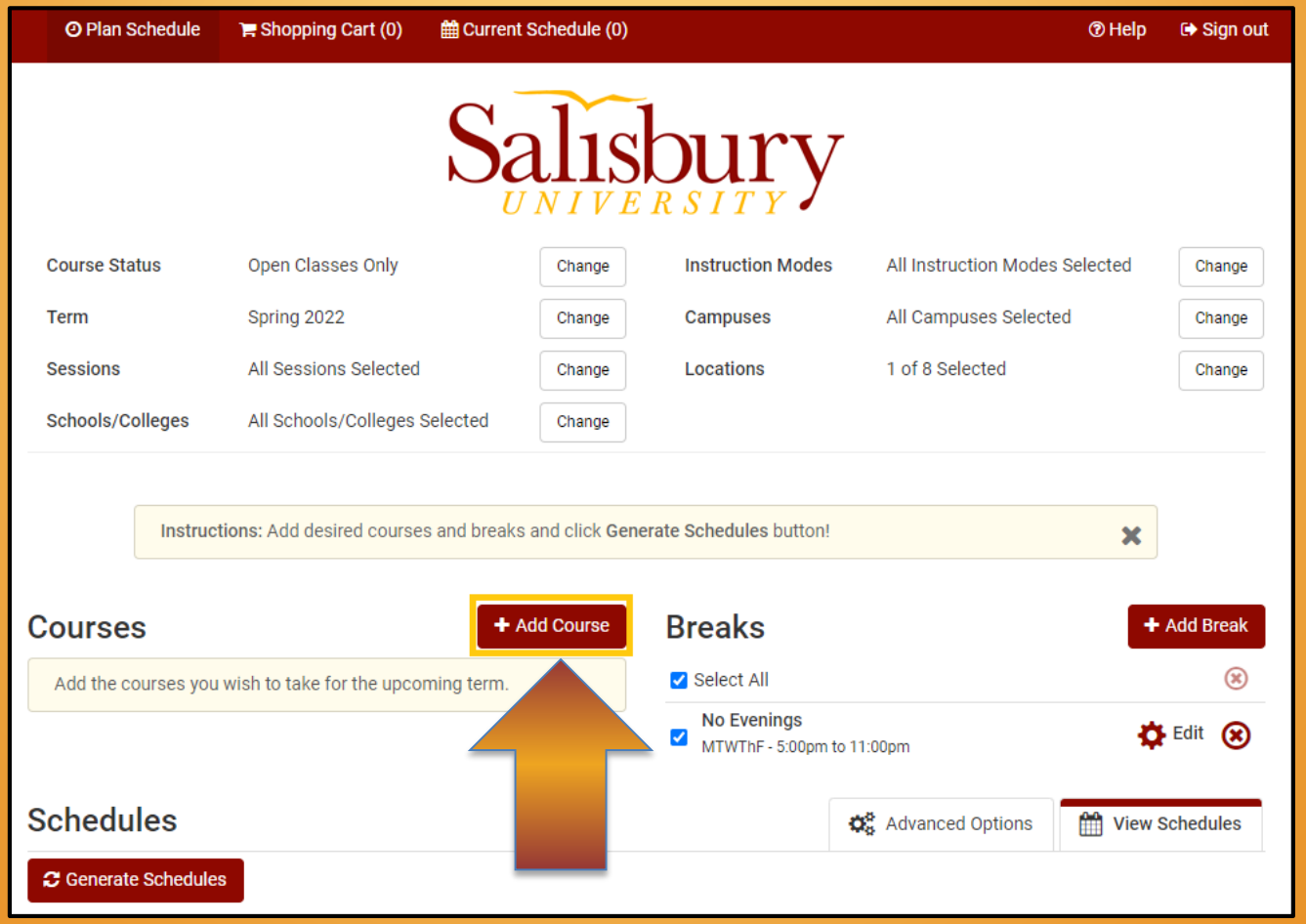


HOME

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:

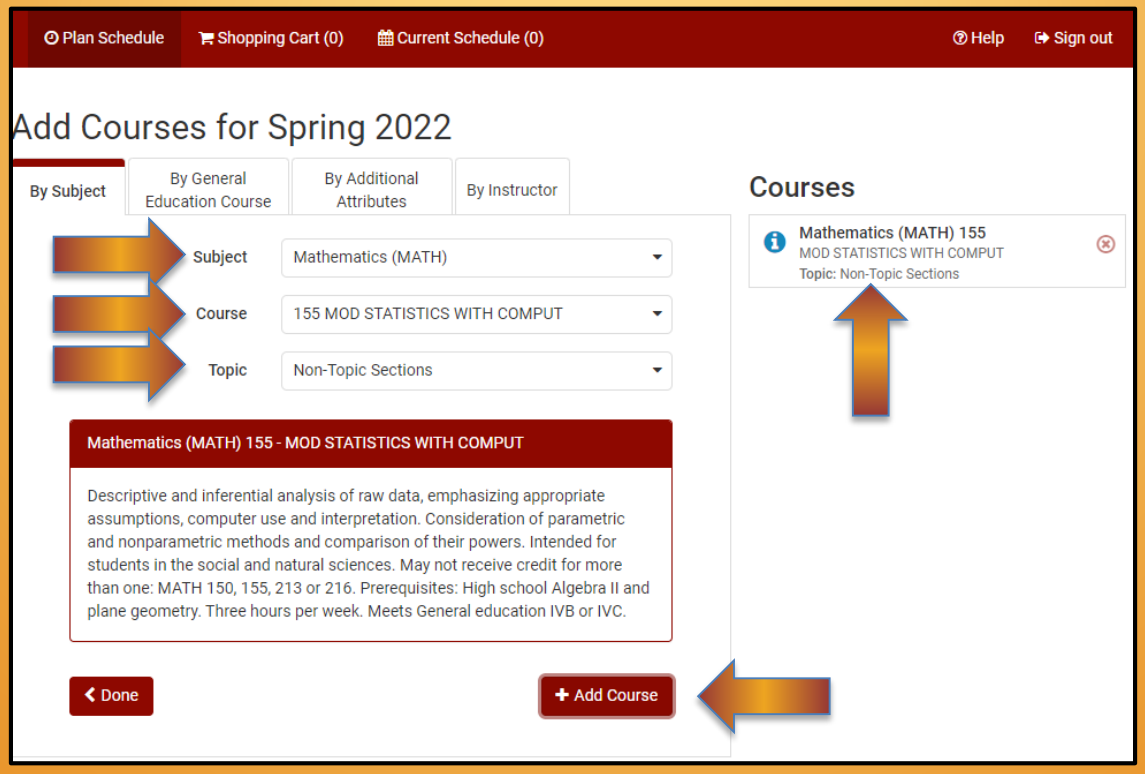


HOME

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.

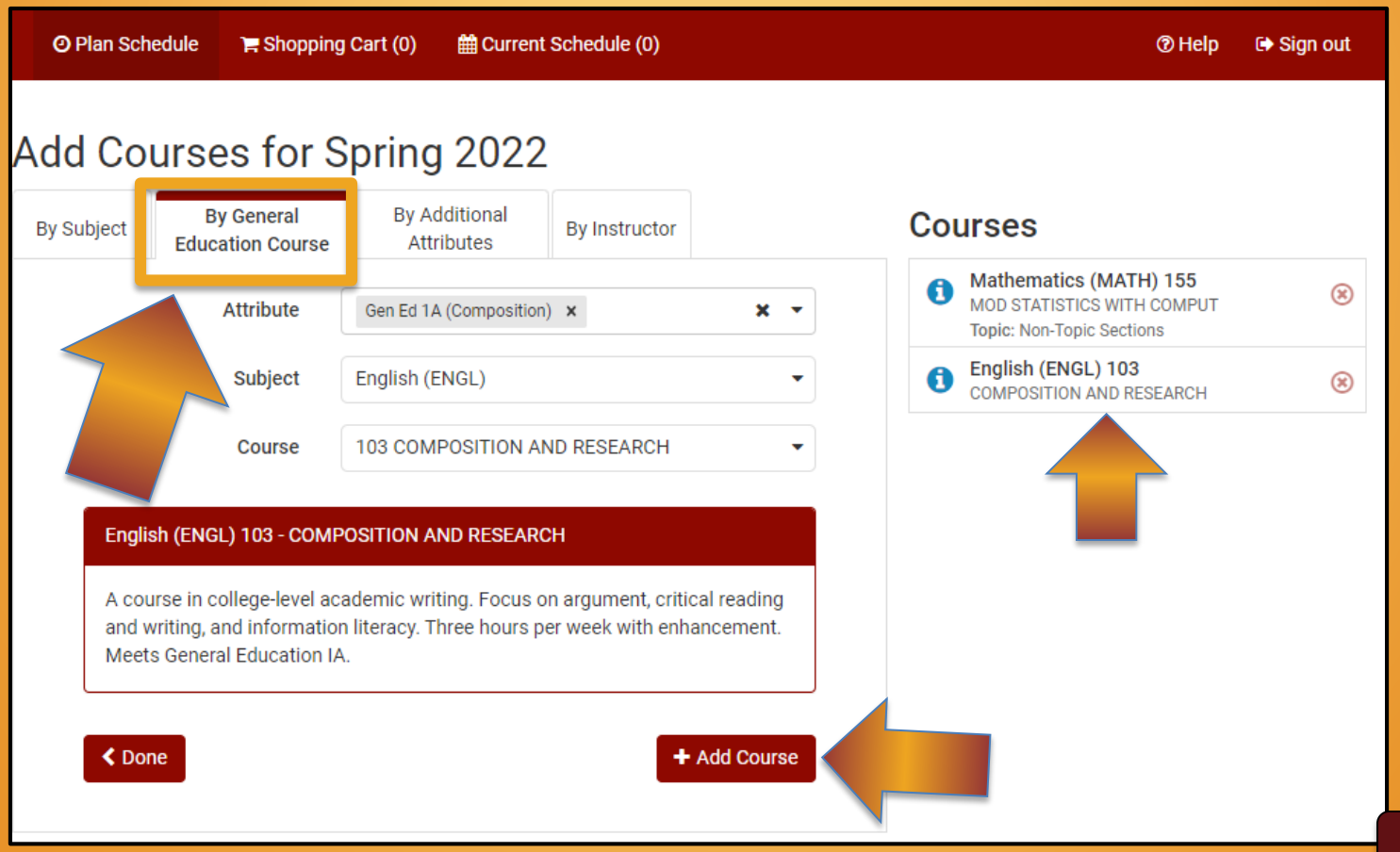


HOME

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:

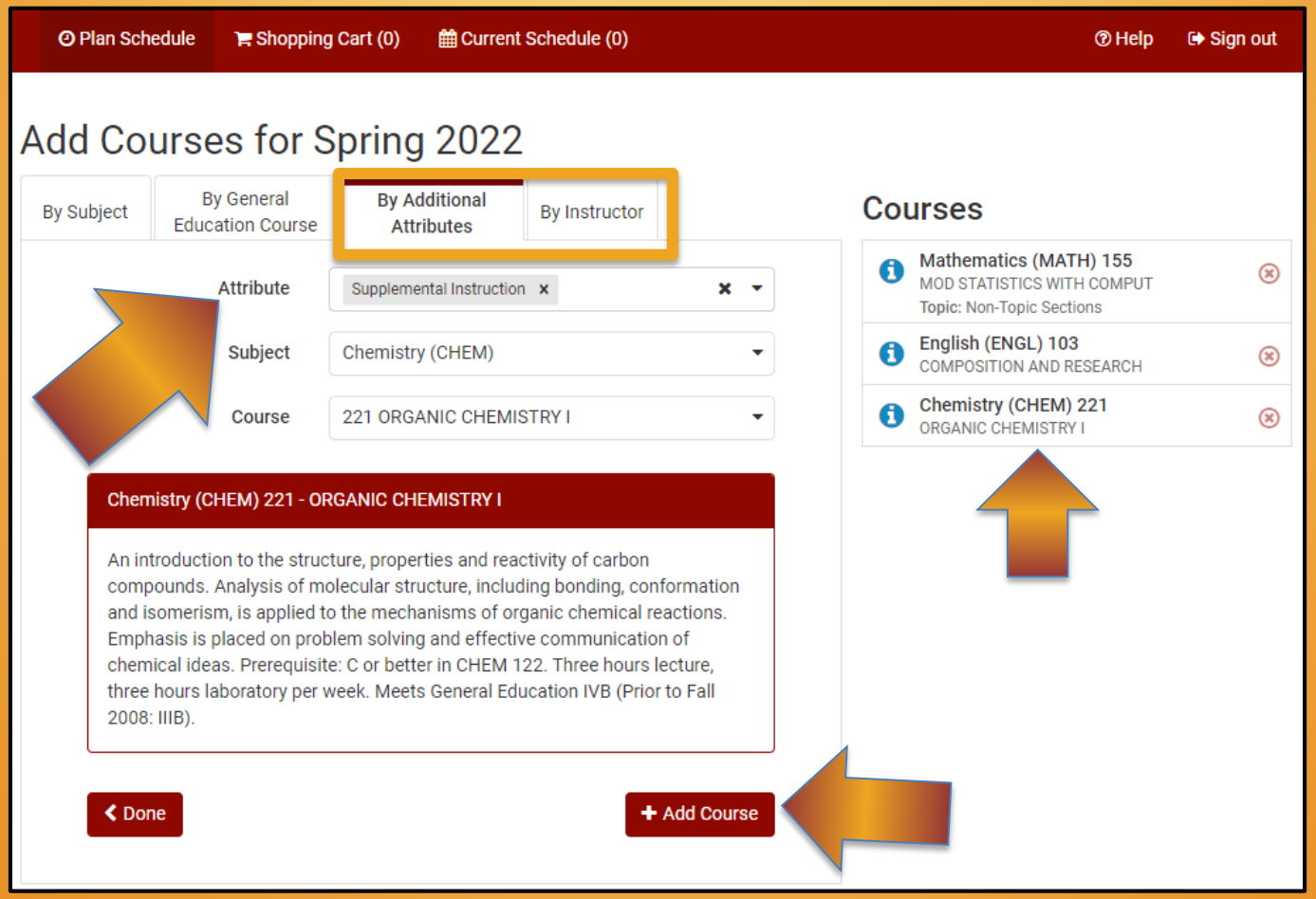


HOME

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:

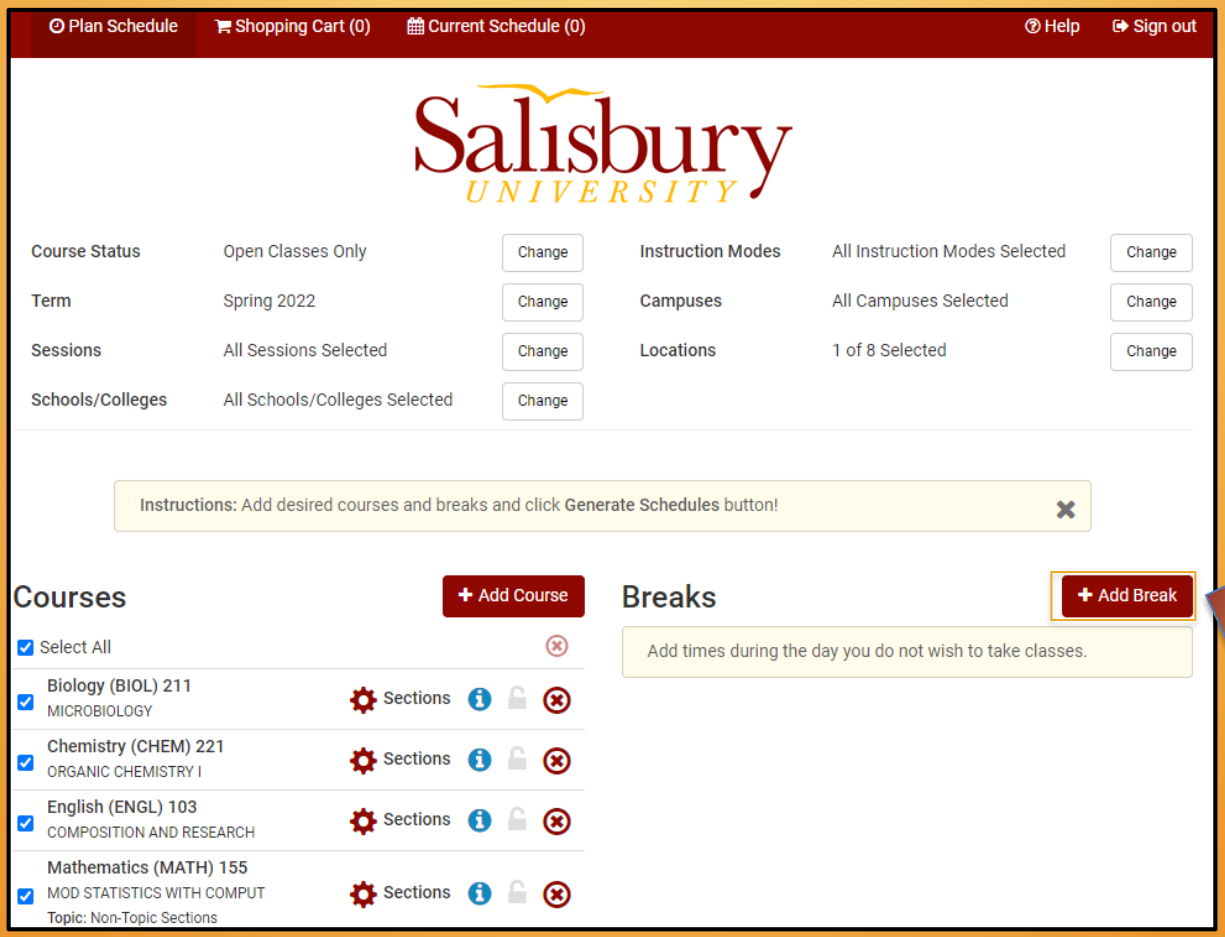


HOME

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).

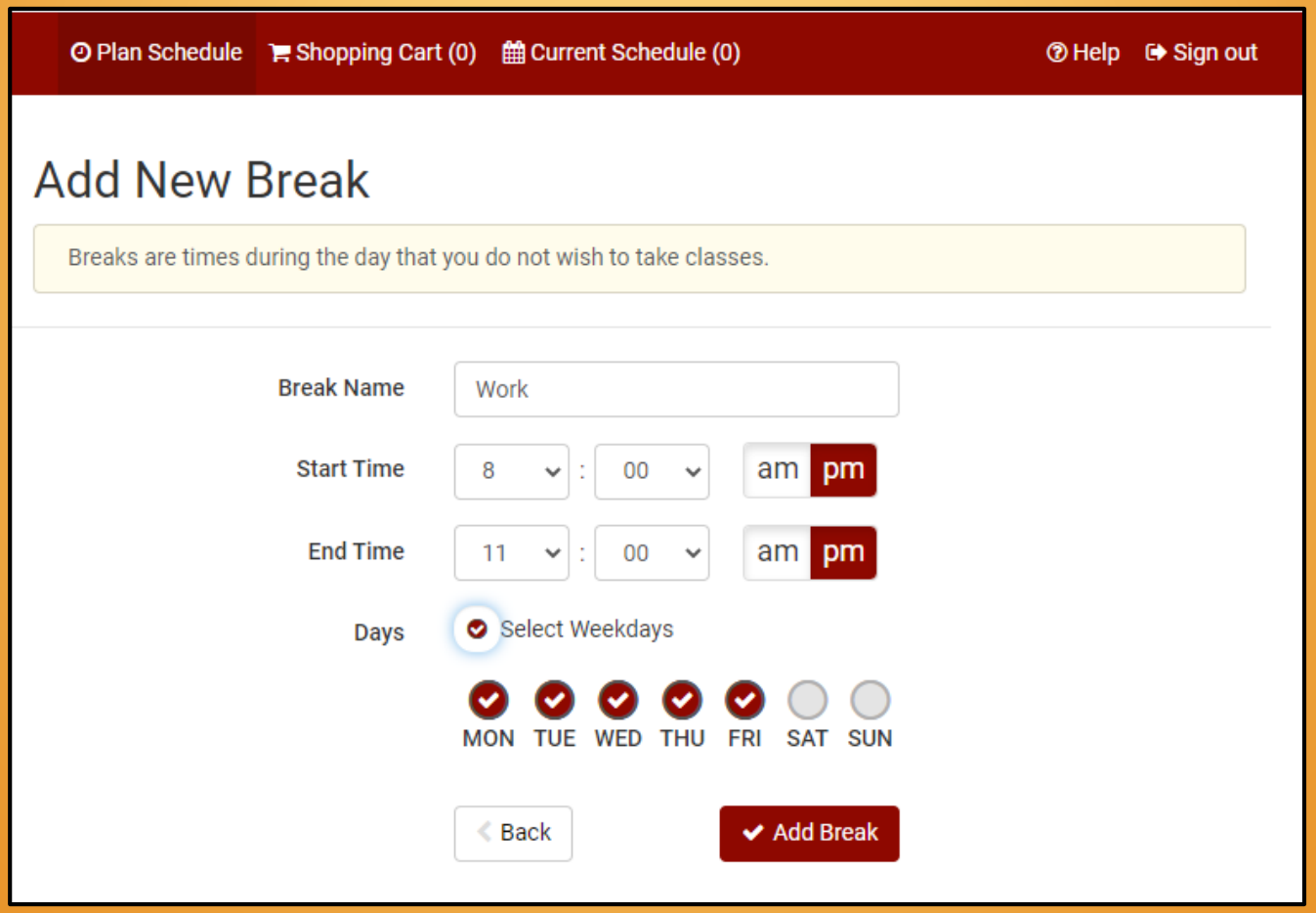


HOME

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.



HOME

5. Enroll in Courses

Sea Gull Scheduler

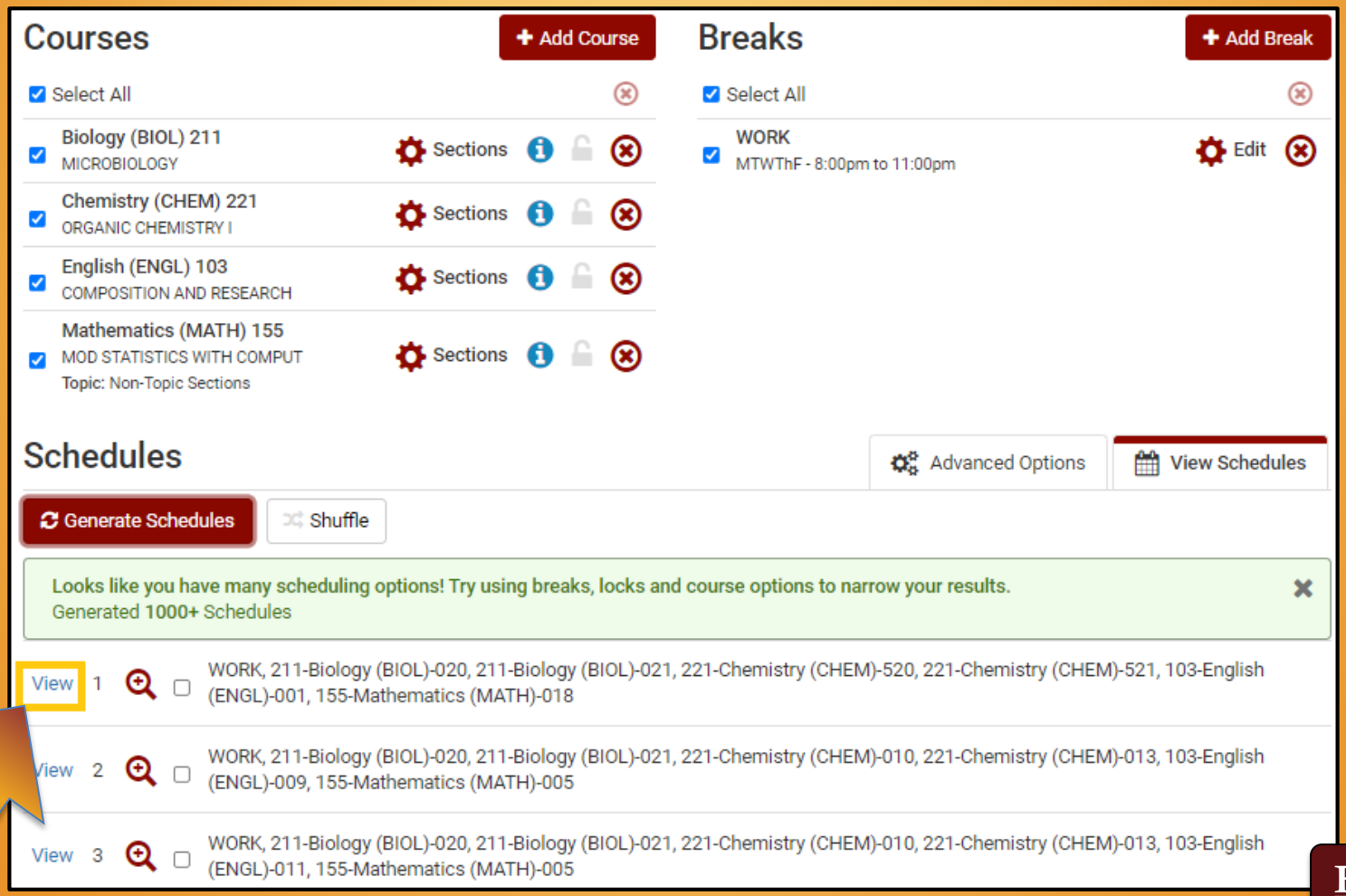
- Make sure all your desired options are selected
- Click on “Generate Schedules” button to generate a list of all schedules that meet your course and break criteria:

HOME

5. Enroll in Courses

Sea Gull Scheduler

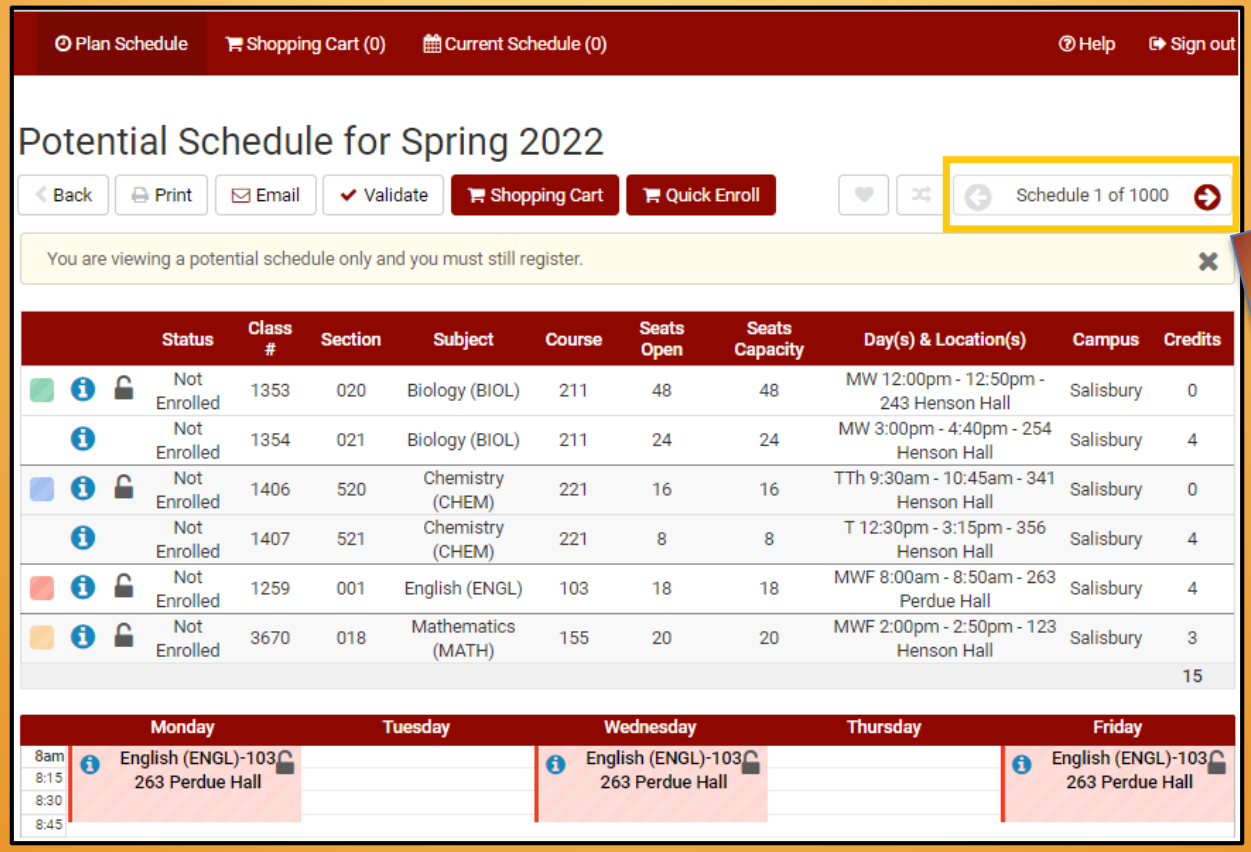
- Click on the “View” link to see a calendar view of that available schedule



HOME

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.

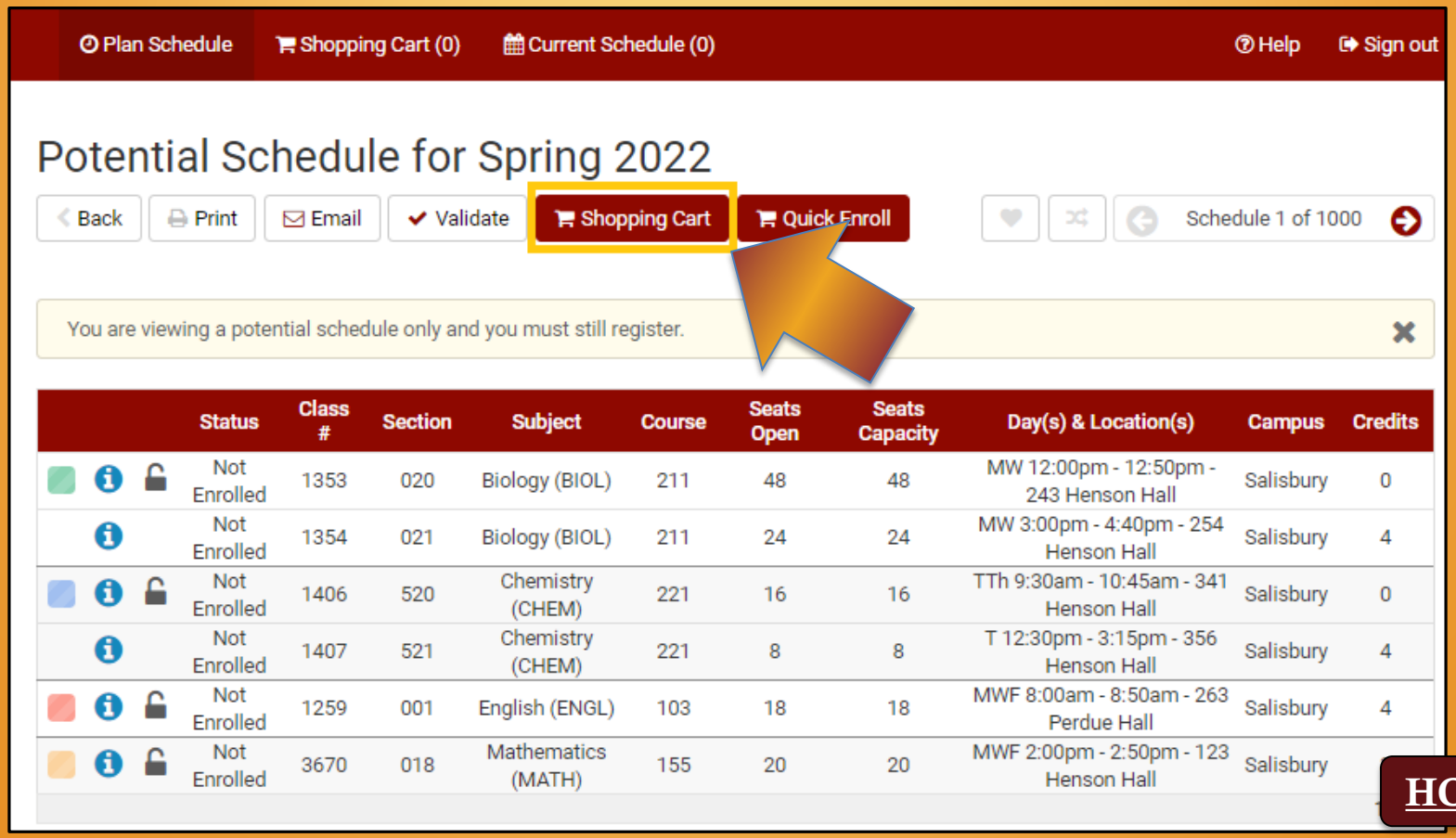


HOME

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.



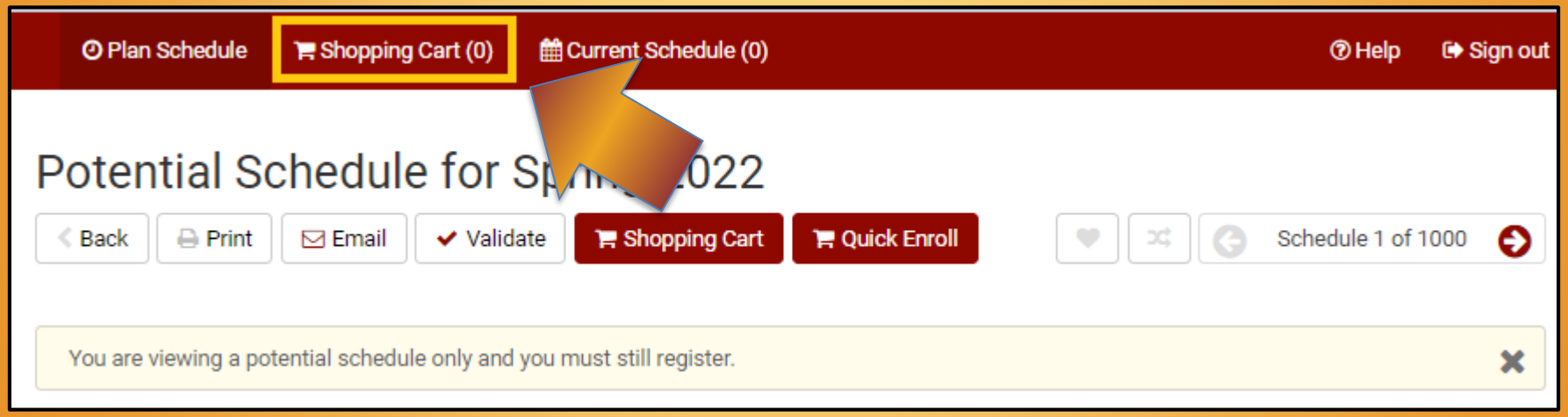
	Status	Class #	Section	Subject	Course	Seats Open	Seats Capacity	Day(s) & Location(s)	Campus	Credits
	Not Enrolled	1353	020	Biology (BIOL)	211	48	48	MW 12:00pm - 12:50pm - 243 Henson Hall	Salisbury	0
	Not Enrolled	1354	021	Biology (BIOL)	211	24	24	MW 3:00pm - 4:40pm - 254 Henson Hall	Salisbury	4
	Not 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.

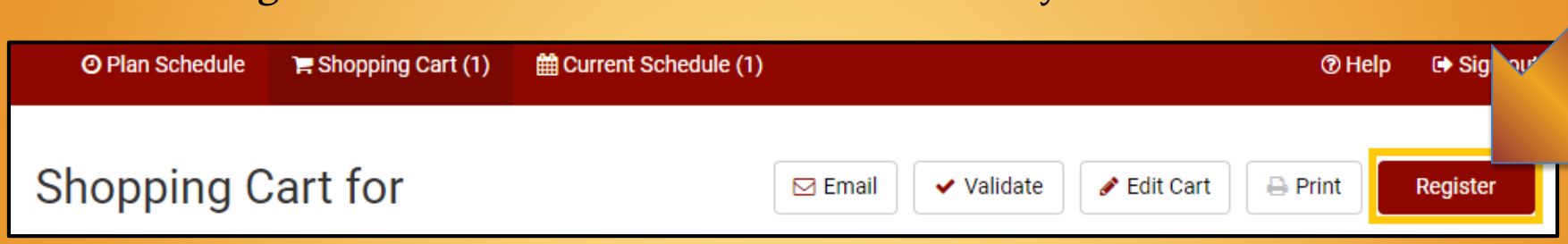


HOME

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 your 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.

HOME

5. Enroll in Courses

Changing your Schedule with Sea Gull Scheduler

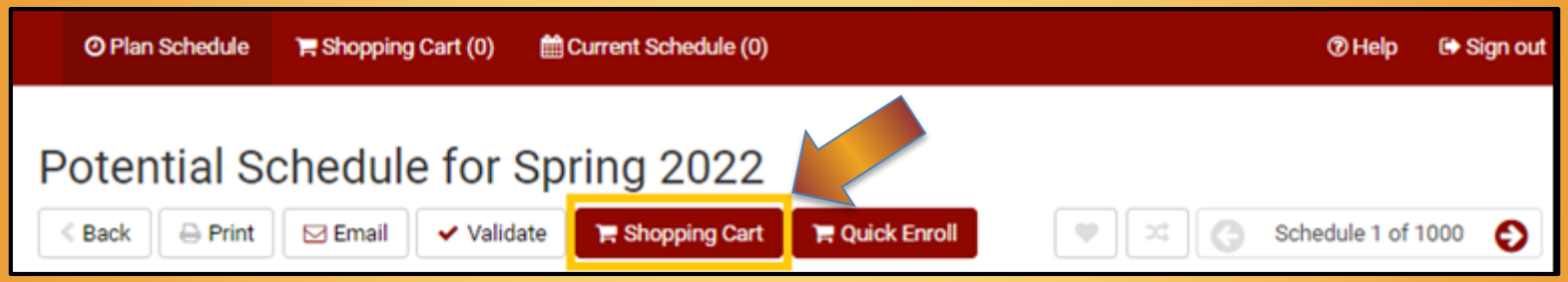
- In your Student Center in GullNet, click on and follow the instructions to open Sea Gull Scheduler, be sure to disable your pop-up blocker and leave this tab open.
- Clicking on "+ Add Course" allows you to create a list of courses you wish to take during a specific term:

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

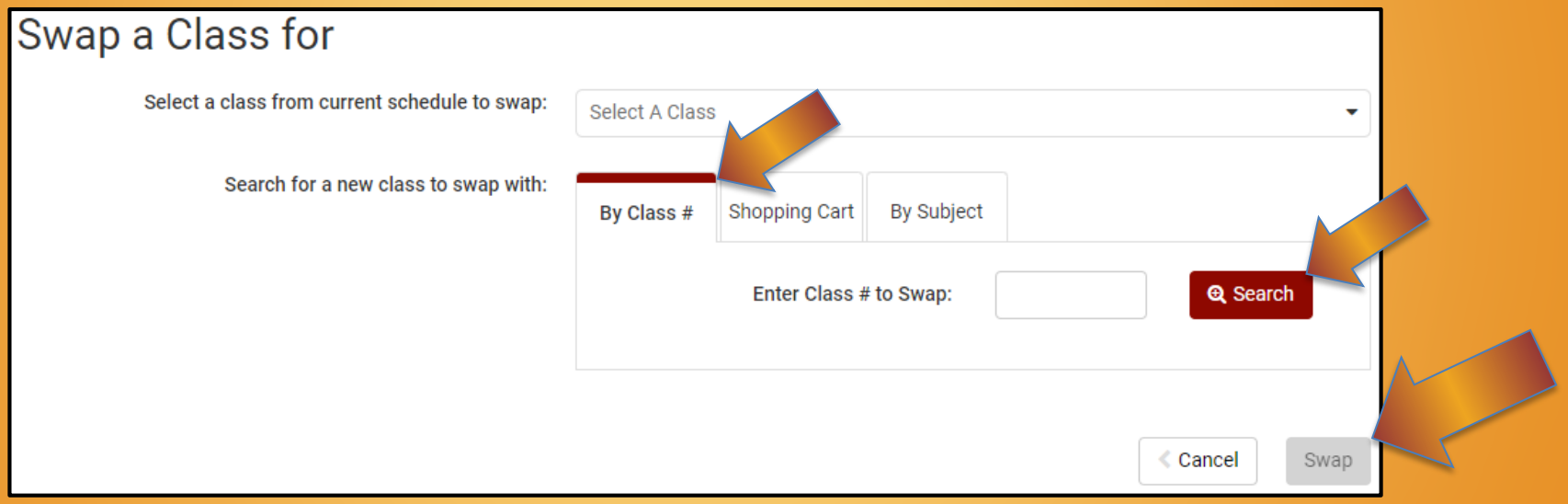
- To make the "Swap" you will then need to go to your "Current Schedule" and select the "Swap" button.

HOME

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.

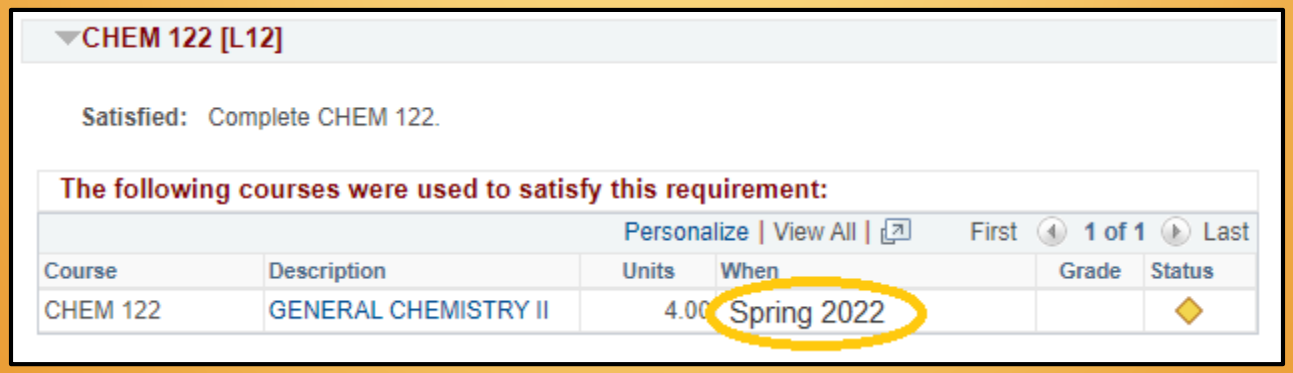


- You will then want to go into GullNet and check your "My Academic Requirements" (Academic Record tile) and your "My Class Schedule" (Enrollment tile) to double check that your officially enrolled in your courses.

HOME

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.



HOME

Holds 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

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

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-aaed00ff6394&start=undefined

HOME

Campus Resources

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

HOME

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

Academic Advising Center

HOME