WALSH UNIVERSITY
EDUCATION FOR LIFE

Office of the Registrar

Dear Faculty and Advisors,

The email below was sent to students regarding upcoming Spring 2027 registration, which opens the week of November 9. Please review the information as you help students prepare for registration.

Please note the following registration system details:

- Spring 2027: Students will continue to register through the **CAV Center**, as they have in previous terms—not through Stellic. The linked registration guides outline the CAV Center registration process.
- Summer and Fall 2027: Beginning with registration for these terms, students will register through Stellic.
- Training: Training for faculty, advisors, and students will be provided after the first of the year to prepare everyone for the transition to Stellic.

Thank you for helping students prepare for Spring 2027 registration and supporting them through this upcoming transition.

The student email follows below:

Dear Students,

Registration for **Spring 2027** opens next week—the week of November 9. To find your assigned registration date and time, check your Registration Time Ticket in either of these locations:

- Your Student Profile page in the CAV Center
- Your home page in Stellic

Before You Register: Checklist

☐ Resolve any holds on your account.

- For financial holds, contact the Student Service Center at studentservicecenter@walsh.edu.
- For transcript holds, contact the Office of the Registrar at registrar@walsh.edu.

☐ Meet with your advisor to discuss your spring schedule.

☐ Review available courses and create a Registration Plan in the CAV Center.

- You will register for Spring 2027 classes in the CAV Center—not through Stellic.
- Your advisor may ask you to practice creating a Registration Plan in Stellic to prepare for the transition.
- Beginning with registration for Summer and Fall 2027, you will register through Stellic.

☐ Review the instructions for registering in the CAV Center.
You can register using a Registration Plan, the Search option, or Course Reference Numbers (CRNs). When registering, click "Submit" to complete the process, then confirm that each course's status says "Registered."

- How to Register for Classes from a Registration Plan
- How to Register for Classes Using the Search Option
- How to Register for Classes Using CRNs

☐ Confirm that you meet all prerequisite and corequisite requirements for the courses you plan to take.

*If you encounter a registration error, contact your primary academic advisor to determine whether a Request for Course Override is needed. Once the request has been processed and the necessary overrides have been entered, the Office of the Registrar will register the student for the course. The student will receive an email confirming their registration and does not need to register through the Cav Center.
After registering, review your schedule to confirm that you are registered for all intended courses. If you have questions or need assistance, please contact the Office of the Registrar before your registration time so you can address any issues and be ready to register.

Thank you,

The Office of the Registrar