



Office of the Registrar

## REGISTRATION INSTRUCTIONS

### New Students

**New student registration is available immediately after your Faculty Adviser appointment.**

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## Welcome to Reed College!

When you check in for Orientation you will receive an orientation schedule with your **adviser assignment and appointment time**. Your adviser assignment and appointment time will also be sent to your Reed email.

**Students must be cleared by the business office in order to register for classes.**

If you are not cleared it means that your tuition and fees have not been paid in full. Students who are not cleared by the business office will receive an email from the Controller regarding their account status. To gain clearance from the business office, go to the cashier's window, Eliot Hall 308, on/or before registration to make your payment.

Be sure to complete any outstanding business with the **financial aid office** in Eliot Hall 203.

### Now, To Complete Registration...

1. Meet with your **academic adviser** at your appointed time to decide on your classes for the fall and spring semesters and get your personal identification number (PIN) for registration.
2. View the most up-to-date version of the web-based, searchable **Schedule of Classes** at **class-schedule.reed.edu**.
3. Record your course selections on this **Registration Schedule Planner** before you go to the IRC to register for classes. Be sure to include labs, conferences and lectures for courses with multiple sections (e.g. sciences, humanities).
4. The computers in IRC 1 and 2 in the Educational Technology Center (ETC) are reserved for new student registration. **We recommend you register in the ETC after your advising appointment where staff and students from the Registrar's office will be available to assist you.** You can also use your own laptop to log on to the web-based registration system, **SOLAR** at solar.reed.edu.
5. The registration system closes at 4:00 p.m. on Thursday of Orientation week. After registration closes, classes with multiple sections (e.g. HUM 110, first year science and language courses) will be balanced to distribute enrollments evenly. As a result of this balancing **you may find that the conference or lab you originally selected has changed.**
6. Over the weekend, we recommend you check **your final schedule** in **IRIS** at iris.reed.edu.
7. **Add/drop** begins on the first day of classes and requires a **paper add/drop form**. The web-based registration system SOLAR is not available once classes begin.

Questions?

[registrar@reed.edu](mailto:registrar@reed.edu)

(503) 777-7296

or visit us in Eliot Hall 311