

When Do I Register?

Fall 2008 registration on the Web extends from March 11-19 and March 31- April 8. Registering on the Web will be easier, faster, and will give you a better chance to get into your first choice courses! In-Person Registration in Bayley Hall runs from March 31 - April 8. In Person Registration is offered as an option for those students who cannot take advantage of web registration during their assigned time or who could not resolve their registration holds in advance of their assigned web time slot. *Plan ahead and avoid the in-person lines by registering on the Web.* See the Undergraduate and Graduate Preregistration Schedule for the exact days and times which apply to you.

Continuing Students:

Register on the Web beginning on March 11 by class according to your last name. See the Undergraduate Preregistration Schedule for the exact days and times reserved for each class. You *must* register during your assigned time slot when preregistering on the Web.

In-Person Registration time slots follow the web slots by class. Again, slots are assigned by class and last name. Bring your signed grid sheet to the Office of the Registrar in Bayley Hall during your assigned time slot or any time after it. If you need to register for a closed course, present your signed add/drop form in person during the In-Person Registration period. Or, secure a permit from the department chair which will allow you to register on-line. Non-matriculated students may come to Bayley Hall for assistance.

Continuing Graduate Students

Register on the Web beginning on March 11 according to the number of credits you have completed. Do not add in progress credits or waived credits. See the Graduate Web Preregistration Schedule for the exact days and times reserved for each graduate group. You must register during your assigned time slot when preregistering on the Web.

In-Person Preregistration runs from March 31 – April 3 from 8:45 a.m. to 4:45 p.m. To register in person, you must present a grid sheet signed by your academic adviser to the Office of the Registrar in Bayley Hall.

If you are in a certificate program, contact your adviser in your college to get your PIN and to secure course approval. If you are a non-matriculated graduate student not currently in a certificate program, you should contact an adviser in the department in which you are studying for advisement and course approval. The adviser can give you your PIN, or you may present a signed grid at the service counter in the Office of the Registrar to register and/or to get your PIN. (Reminder: PINs are updated each semester in preparation for preregistration.)

Reminder: Registration eligibility is contingent on academic and financial eligibility. Students with academic holds must receive clearance from their dean; students with financial holds must be cleared by Student Financial Services in Bayley Hall. In compliance with New Jersey State law, matriculated students who entered in Spring 2008 must present required immunization documentation to Health Services in order to register. Contact Health Services at (973) 761-9175 for information and assistance.

REGISTRATION PROCEDURES: WHAT TO DO AND WHEN TO DO IT UNDERGRADUATE AND GRADUATE INSTRUCTIONS

How Do I Register?

Step One: See your adviser and prepare your schedule

Make an appointment to see your adviser/mentor well in advance of when you will be registering. Working with your adviser is the key to successful registration and program planning. Your adviser will provide you with all the information you need to review your academic progress in your program and to select your courses.

In consultation with your adviser, prepare your schedule. Each course section has a unique 5-digit number, its CRN, which identifies it. You must register for a course using its CRN, so make sure that you have these codes at hand when you register. Double check your worksheet to make sure that you have recorded the correct CRNs to avoid registering for the wrong courses. In the event that some of your courses are closed, develop a list of alternate selections with your adviser

Step Two: Find out when you register

Consult the Preregistration Schedule (available online or from your adviser) to determine your assigned time for self-service online registration. You must register during your allotted time for online preregistration; this assures that there is an even distribution of students online at any one time. If you are unable to register on the Web during your assigned time, you may register in person. See the Preregistration Schedules days and times for in person registration. Note: On-line registration will be available for both summer and fall 2008 as of April 9.

Step Three: Access Self Service On-line Registration

Make sure that you have your list of courses with their CRNs, and that you know your Fall 2008 registration PIN (also called the alternate PIN). Remember: the ONLY way to get your PIN is to contact your adviser. Your Fall 2008 registration PIN was created in early February. Your old PIN will not work.

1) Make sure your computer is configured for on-line registration:

- Internet Explorer version 5.5 or higher is required;
- Cookies must be enabled;
- Popups must be allowed.

2) Point your browser to **myweb.shu.edu**. Enter your username and password; click login. Look for the **Enrollment Services** module, which will appear on the top right of your screen (unless you have previously modified your blackboard layout). Find the Fall 2008 section (look for the fall leaves!), click on **Register for Fall '08**.

3) This brings you to the Main Menu. Click on **Student and Financial Aid**, then on **Registration**. On the next menu screen, click on **Add or Drop Classes**. Click **Submit** to confirm Fall 2008 as your registration term.

4) Enter your registration PIN (which you received from your adviser) in the **Alternate PIN Verification** box and click **Submit**.

5) Enter the CRNs of your classes in the boxes which appear on the Add Classes Worksheet. Press **Submit Changes** to submit your course requests. Your schedule will appear; check it for accuracy.

6: Changing your schedule: If you need to modify your schedule by dropping a course, pull down the options in the action column for the course. Highlight **Drop on Web** - then press **Submit** to process the drop. If you don't press the **Submit** button after entering a drop action, you will remain in the course. To add a class, enter its CRN in the **Add Classes Worksheet** box. Press **Submit** to record your add request.

To look up classes: From the **Registration Menu**, click on **Look Up Classes**. Select **Fall 2008** from the Term menu. Using the pull-down option, select the subject if you are seeking courses in a specific discipline. Also enter the course number if you are looking for sections of a specific course. You can also search by campus, course level, instructor, meeting day(s) and times.

Holds: If you have a financial, academic or immunization hold, you will not be able to register. In this case, the system will advise you that a hold prevents your registration. Contact the appropriate office for information and assistance. If you have a hold and cannot get clearance within your designated Web registration time slot, you may have to register in person.

When you login to register for the term, the system will notify you if you have a registration hold; you can click on the option that will take you to the holds screen for specific information. You can also check your hold status ahead of your registration time. From the **Student Records** menu, click on **Holds**. In order to resolve your hold, contact the appropriate office for assistance.

The following information represents contact points for Registration holds:

Academic Holds: Contact the Associate/Assistant Dean of your College:

College of Arts and Sciences	Dr. Christopher Kaiser
Stillman School of Business	Dr. Karen Passaro
Whitehead School of Diplomacy & Int Rel	Assistant Dean Ursula Sanjamino
College of Education & Human Services	Dr. William McCartan or Dr. Manina Huckvale
College of Nursing	Dr. Linda Ulak
School of Graduate Medical Ed	Dr. Theresa Bartolotta

Financial Holds: Contact the Bursar's Office (973-761-9326)

Other Holds:

EOP	See EOP Counselor
Disciplinary	Dean Karen Van Norman

Students with financial holds should work on resolving their balances immediately. Delaying registration until September may eliminate options for resolution of payment/financial aid difficulties. Your registration may then be prohibited unless full payment is made before registration. Questions about your account may be addressed to the Bursar's Office (973-761-9326 or email bursar@shu.edu).

Some registrations require advance authorization. You cannot register on the web for an independent study course, for a closed course, or for a course which has a meeting time that conflicts with another course. Register on the Web for those courses which are open and available. Contact the department chair (for business, contact the Student Information Office; for Diplomacy, contact the Assistant Dean) if you are seeking admission to a closed course or if you have a time conflict. Make sure that you have secured the necessary signatures on an add-drop form. Students seeking to register for a closed course or to resolve a time conflict may also request a permit from the department chair.

If you experience problems in registering on the Web, call the Registrar's Office at (973) 761-9374.

Step Four: Pay tuition by due date

Please pay your bill by the payment due date. Do not ignore your bill. Contact the Office of the Bursar in Enrollment Services with any payment questions. Payment by the due date is necessary to avoid the assessment of a late fee. Your bill will include a copy of your schedule. Note: you can pay your bill by credit card on the Web.

Registration Reminder: You will not be able to register if you have an unresolved financial balance on your account. Please contact Student Financial Services in advance of your registration time.

Changing your Schedule: Add/Drop Procedures

Using your PIN, you may adjust your schedule on the Web. Be sure to consult your adviser regarding course changes.

For In-Person schedule adjustments, obtain an add/drop form from your adviser or the Office of the Registrar. Complete and secure your adviser's signature if adding a course or changing a course. Drops do not need an adviser's signature, nor do changes of sections. Submit form in person to the Office of the Registrar in Bayley Hall for data entry before the end of the add/drop period. (For Fall 2008, add-drop ends on September 10.)

Special Cautions Regarding Add/Drop:

- ◆ Due date for bills is not altered by changes to schedule. If credits are dropped, deduct appropriate tuition from bill. If credits are added, due date for original courses remains constant. A new bill will be issued for new credits only. Your bill can be viewed on-line to see updates.
- ◆ Dropping all courses constitutes a total withdrawal from the University. See procedure for total withdrawal from the University.
- ◆ Dropping below full-time status will affect your financial aid award. Check first with the Office of Student Financial Services.
- ◆ Non-attendance does not constitute a drop or withdrawal. The student is financially and academically responsible for the timely completion of correct schedule adjustment procedures.

Withdrawing Academically from a Course

After September 10, the last day of the add/drop period, you can only withdraw academically from a course which you are unable or unwilling to complete. Withdrawal forms are available in the Office of the Registrar and in departmental offices. Please read the section on refund policy for total withdrawal for important information. Students wishing to withdraw from all of their courses should follow procedures regarding 'Total Withdrawal from the University' outlined below. Students who withdraw from one or more courses but remain actively registered for any other course during the term are ineligible for any credit or refund.

Pass/Fail Option

Undergraduate students may take up to 12 credits in free electives on a Pass/Fail basis. The student is limited to 6 credits in any 12-month period. Students must file a Course Adjustment Form with their dean to apply for the Pass/Fail option (or to retract this option) within the first 5 weeks of class (or the first third of course meetings in summer session). Pass/Fail courses are restricted to free electives. A pass grade is used in determining class standing and eligibility but is not used in computing grade point average.

Audit Policy

Students who wish to audit may enroll in courses for which they are qualified, but they may be dropped by the professor if their presence impedes normal class progress. Auditors are expected to attend class regularly, but are not obligated to take tests or meet other course requirements. The designation of AU is noted on the transcript but it is not used in determining class standing, eligibility or grade point average. The following Audit options are available:

Option 1: Students who register for credit may request change from credit to audit status during the first five weeks of the fall/spring semesters and by the second class meeting in Summer session (see registration books for applicable dates) by completing a Course Adjustment Form available in the Office of the Registrar. Full tuition and fees are charged.

Option 2: Students who declare audit status at the time of registration (before billing) and complete an Audit Declaration form may be eligible for reduced tuition of \$100 per credit, plus University fees. This form is available in the Office of the Registrar and must be completed each time audit status is requested.

Audit Declaration is not allowed in any closed course, nor is any audit option permitted in any of the following course categories: computer and computer-based courses, applied art (AART), applied music (MUAP), photography, graphics (COGR), honors courses (HONS), studio courses, physical education courses, museum professions courses, independent study and research courses, off-campus courses, online courses and ESL classes. This policy also applies to senior citizen auditors. Audit declaration is restricted to registration periods which immediately precede the start of the term and the ensuing add-drop period. You may not file an audit declaration during preregistration.

Audit courses may be dropped within the standard add-drop period. In this case, tuition will be refunded/credited; the University fee is not refundable and must be paid in full. There is no refund when students withdraw from an audited course; tuition and fees must be paid in full.

The completed Audit Declaration form must be submitted to the data entry clerk at the time of registration with the signed grid sheet. This audit request is valid at the time of current registration; it is not retroactive and cannot be changed to credit status.

The Audit Declaration tuition reduction cannot be combined with any other reduced tuition rate. The greater tuition reduction will apply.

Financial Information

Billing

Bills will be sent to all students who have preregistered. Preregistered students who have not received their bills by July 21, 2008 should contact the Office of the Bursar immediately. **Non-receipt of your bill does not excuse you from meeting schedule deadlines and late penalties.**

Students who register after preregistration may be required to pay at the time of registration.

Contact the Office of the Bursar in Enrollment Services at (973) 761-9326 if you have not received a bill within 2 weeks after registration.

Payment

Payment must be received by August 20 for pre-registered students to avoid assessment of a late fee. Students who registered after pre-registration may be required to pay at the time of registration, or upon receipt of their bill. Late payments are subject to a \$250. late fee. Students are responsible for any collection costs incurred to settle their account.

Credit card payments may also be made online through Student Self-Service. Students must login to the blackboard portal to access this option.

Note: A form to pay by credit card (MasterCard/VISA/American Express) is enclosed with the bill. The Office of the Bursar answers all questions regarding payment and charges. Please call 973-761 9326.

Financial Aid

All approved financial aid will be printed on the bill and deducted from the total due. If an award does not appear, contact the Office of Student Financial Services and/or the source of the award(s) to determine how to document your financial aid. No undocumented awards may be deducted from your bill.

- Veteran's Benefits: Students eligible for VA educational benefits should consult the Office of Student Financial Services in Bayley Hall to be certified for payments.
- Stafford Loans: Contact the Office of Student Financial Services for details.

Note: Financial Aid and other payment difficulties do not excuse a student from payment of a late fee. Please resolve these problems prior to your payment due date.

Refund Policy for Total Withdrawal from the University

The University refund policy for tuition is based on the official date of **total withdrawal** according to the following schedule. Fees are not refundable.

1 week.....	80%	(September 11 – 17)
2 weeks.....	60%	(September 18 – 24)
3 weeks.....	40%	(September 25 – October 1)

4 weeks..... 20% (October 2 – 8)
more than 4 weeks - None

Repayment Policy for Federal Aid Recipients

Students receiving federal financial aid, who completely terminate enrollment or stop attending all classes during a term for which payment has been received before completing more than 60 percent of the enrollment period, are subject to specific federal regulations.

The amount of Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. This law also specifies the order of return of the Title IV funds to the programs from which they were awarded.

A repayment may be required when cash has been disbursed to a student from financial aid funds in excess of the amount of aid the student earned during the term. The amount of Title IV aid is determined by multiplying the total Title IV aid (other than Federal Work Study) for which the student qualified by the percentage of time during the term that the student was enrolled; if a student does not officially withdraw, the percentage or 50 percent may be used. If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e., that was unearned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning unearned aid is allocated between the University and the student according to the portion of disbursed aid that could have been used to cover University charges and the portion that could have been disbursed directly to the student once University charges were covered. Seton Hall University will distribute the unearned aid back to the Title IV programs as specified by law. The student will be billed for the amount the student owes to the Title IV Programs and any amount due to the University resulting from the return of Title IV funds used to cover University charges.