

Important Information about Spring 2012 Registration: Dates, Procedures, Holds

DATES

Spring 2012 preregistration extends from November 3 – 21. Spring add-drop ends on January 24, 2012.

Please consult the Undergraduate and Graduate Preregistration Schedule for specific days and times for online registration. During preregistration, undergraduate registration time slots are assigned based on your last name and your credit count (including in progress courses); graduate registration time slots are assigned based on earned credits only.

In-Person Registration for undergraduates in Bayley Hall runs from November 8 – 21; graduate students may register in person from November 14 – 18. In person registration is offered as an option for those students who cannot take advantage of online registration during their assigned time or who could not resolve their registration holds in advance of their assigned web time slot. Bring your signed grid sheet to the Registrar Service Counter in Bayley Hall during your assigned in person 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.

Following preregistration, online registration is open to all students for new registrations and for schedule adjustments: November 28, 2011- January 24, 2012 (24/7 except for Sundays from 12:01 a.m. – 7:00 a.m.

Special Instructions for Graduate Continuing Non-Matriculated Students

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, 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 Registrar Service Counter in Bayley Hall to register and/or to get your PIN. (Reminder: new PINs are generated for spring registration; your Fall PIN will not work for spring registration.)

Online Registration: November 3 – 21 based on number of completed graduate credits.

In-Person Registration: November 14 - 18 from 8:45 a.m. to 4:45 p.m. Bring your signed grid sheet to the Registrar Service Counter in Bayley Hall.

Senior Citizens

Senior citizens may register on January 12 at the Spring 2012 registration session or at any time thereafter through January 24.

Auditors

Students who wish to audit a course at the audit declaration rate may register on January 12 at the Spring 2012 In Person registration session or at any time thereafter through January 24.

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 compliance with New Jersey State law, matriculated students who entered in Summer or Fall 2011 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 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. Use the Course Search process within Banner self-service to identify the courses you want to take. Make sure to note the CRN (Course Registration Number) for your classes; you must use that number when you register online. In the event that some of your courses are closed, develop a list of alternate selections with your adviser. Double check your worksheet to make sure that you have recorded the CRNs correctly to avoid registering for the wrong courses.

Step Two: Find out when you register.

Consult the Preregistration Schedule available online to determine your assigned time for online registration. If you are unable to register online during your assigned time, you may register in person. See the Preregistration Schedules days and times for in person registration. Note: Banner Self Service will be available for open registration and add-drop for Spring 2012 as of November 28.

Step Three: Access the Web Registration System

Make sure that you have your course list with CRNs at hand along with your registration PIN, which you received from your adviser. Remember: the ONLY way to get your PIN is to contact your adviser. A new Spring 2012 PIN was generated for you; your old PIN will not work.

1) Login to piratenet; in the Navigation module on the far left, click on the **Registration Tools** link; select **Add or Drop Classes**. Select Spring 2012 as the term, and enter your new registration PIN as your Alternate PIN.

2) Enter the CRNs of your classes in the Add Classes Worksheet. Remember to press **Submit Changes** to record your registration request. If you do not press this button, you will not be registered for your classes. Your schedule will appear; check it for accuracy.

3): 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: Click on the **Look Up Classes** option within the **Registration Tools** box. Select **Spring 2012** 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, and course attribute.

Holds: Check for holds well in advance of your registration time.

The following information represents contact points for Registration holds:

<i>HOLD TYPE</i>	<i>CONTACT THIS OFFICE</i>
Health Services - Immunization	Health Services – immunization problem
PrePay Tuition and Fees Or Bursar Balance Due	Must pay past-due balance and/or prepay for next semester.
Bad Address	Contact Student Financial Services after updating address
Outside Collection Agency or Outside Letter Collection Service or Return Check Hold	Mary Ann Tornatore/ <i>Bursar's Office</i>
Non-Matric Credit Maximum	Registrar in Bayley Hall: at non-matric credit limit
75 credits – Declare Major	Undeclared major – Must declare major. Consult your adviser; Registrar in Bayley Hall can remove hold upon declaration of major.
Change Major	Must change major; Registrar will remove hold when major has been changed.
Academic – Arts and Sciences	Dr. Charles Carter/ <i>Arts and Sciences</i> (graduate students) Dr. Christopher Kaiser/ <i>Arts & Sciences</i> (undergrad students)
Academic – Business	Dr. Karen Passaro / <i>School of Business</i>
Academic – Education	Dr. Manina Huckvale/ <i>College of Education & Human Services</i>
Academic - Nursing	Dr. Linda Ulak / <i>College of Nursing</i>
Academic – Diplomacy	Dr. Courtney Smith/ <i>School of Diplomacy</i>
Academic – Health & Med Sci	Program Director / <i>School of Health & Med Sci</i>
Academic - Theology	Rev.Christopher Ciccarino/ <i>School of Theology</i> (grad students) Rev. Douglas Milewski/ <i>School of Theology</i> (undergrads)
Disciplinary Suspension	Christopher Kuretich/ <i>Community Development</i>
Contact EOP Counselor	Contact EOP Counselor for review/clearance

Students with financial holds should work on resolving their balances immediately. Delaying registration until January may eliminate options for resolution of payment/financial aid difficulties. Your registration may then be prohibited unless full payment is made before registration.

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 online for those courses which are open and available. Contact the department chair (for business, contact the Student Information Office; for Diplomacy, contact the Associate 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.

Permits for closed courses. To register for an independent study or closed course or to resolve a similar registration problem, contact the department chairperson to seek approval for a permit. A permit will allow you to register online for a course that requires departmental approval.

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

Step Four: Update your personal data

Remember to review your personal data on the web and make any corrections which may be needed. Critical updates include address changes and next-of-kin (emergency contact) information.

Step Five: Pay tuition by due date

Please pay your bill by the payment due date, December 19, 2011. Check online within Banner Self-Service for your billing details; bills are no longer mailed, so you must review your account online. Contact Bursar's Office in Bayley Hall with any payment questions. Payment by the due date is necessary to avoid the assessment of a late fee. Note: you can pay your bill by credit card online (AMEX and MasterCard) or by electronic check on-line. A courtesy fee of 2.3 percent is charged for credit card payments.

Registration Reminder: You will not be able to register if you have an unresolved financial balance on your account. Please clear your account with timely payment well in advance to insure registration eligibility. Contact Bursar's Office in Bayley Hall with any questions.

Changing your Schedule: Add/Drop Procedures
NOTE: ADD – DROP PERIOD ENDS ON JANUARY 24

Using your PIN, you may adjust your schedule online within Student Self Service. Be sure to consult your adviser regarding course changes.

For In-Person schedule adjustments, obtain an add-drop form from your adviser or the Registrar's Office in Bayley Hall. Complete and secure 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 to the Registrar's Office for data entry before the end of the add/drop period.

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. 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 Student Financial Services in Bayley Hall.
- ◆ 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 January 24, 2012, 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. 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 by completing a Course Adjustment Form available in Bayley Hall. 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 in Bayley Hall 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, writing 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 Registrar's Office 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

Electronic bills (eBills) will be available on Banner Self-Service in early December; printed bills are no longer mailed, so you must review your account online. Students will receive an email from the Bursar's Office; this email will direct them to view their account online and will provide billing and payment information. Preregistered students who have not received this email and/or who do not see any charges posted to their account by December 3, 2011 contact the Bursar's Office. Spring 2012 payment is due on December 19, 2011.

Students who register after preregistration should view their bills on-line and submit payment immediately. The University reserves the right to require prior payment for any late registrations.

Payment

Payment must be received by December 19, 2011 for pre-registered students to avoid assessment of a late fee. These students must review their charges on-line and submit payment immediately. Late payments are subject to a \$250. late fee.

Credit card payments (AMEX and MasterCard) may also be made online through Banner Student Self Service. **Please note that a courtesy fee of 2.3 percent of the amount charged will be assessed.** Students may also pay online by electronic check (eCheck).

***Note:** The Student Financial Services answers all questions regarding payment and charges. Please call 800-222-7183.*

Financial Aid

All approved financial aid will be posted to students' accounts online. If an award does not appear, contact Student Financial Services in Bayley Hall 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 Student Financial Services in Bayley Hall to be certified for payments.
- **Stafford Loans:** Contact 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:

1 week.....	80%	(January 25– January 31)
2 weeks.....	60%	(February 1 - 7)

3 weeks..... 40% (February 8 - 14)
4 weeks..... 20% (February 15 – 21)
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 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.