

Summer and Fall 2011 Graduate Student Registration Guide

Registration Session

If you use the paper form, check session(s) for which you are registering. List courses for more than one session on your form, but be sure to note S1, S2 or FA to the left of each course.

Personal Information

The Registrar's Office keeps your name, address, phone numbers and other personal information in your student record. Please report changes promptly. See forms on www.eastern.edu/academic/registrar.

Planned Graduation Date

Submit an Intent to Graduate form. www.eastern.edu/academic/registrar. A fee will be added to your bill for your last registration session and must be paid even if you do not participate in a Commencement ceremony.

Advising

The Registrar's Office provides you and your academic advisor with secure Web access to your academic record and degree audit. www.eastern.edu Select E-Net at the top of the home page. Select MyEastern, and enter your Eastern login and password. Select Student Records.

Registration and Priority in Course Selection for Summer and Fall 2011

Using MyEastern Student Records, select the Class Schedule and Registration tab on the left. Select the Add/Drop link. Select the session -- S1, S2 or FA, 2011, Graduate, and type each course in the "Add by Course Code" section at the bottom of the screen. Click the Add Course(s) button after each course. Click the Student Schedule on the left side of the screen to verify your classes are registered. Check the cost of your textbooks with the link from the online schedule of classes. **Paper registration may be submitted in place of online entry.**

SUMMER 1 2011 (May 18-June 29) Online registration March 31 at 9:00 a.m. until May 11

SUMMER 2, 2011 (July 5- August 11) Online registration March 31 at 9:00 a.m. until June 27

FALL 2011 (August 31 – Dec 17) Online registration March 31 at 9:00 a.m. until August 24

Late Registration Payment Procedure

There is no late registration for courses offered in online formats (Blackboard). Late registration after the closing dates above will be processed for classroom courses on a case-by-case basis. Full payment to the Student Accounts Office is required when a registration form is accepted in the week prior to the session start date. (Student Accounts Office stuacct@eastern.edu, by Phone: 610-341-5831, by Fax: 610-341-1492)

Submit Your On Time Registration

By Mail: Registrar, Eastern University, 1300 Eagle Road, St. Davids, PA 19087-3696

By Fax: 610-341-1707

By Web: www.eastern.edu Select E-Net. Select MyE. Use Eastern login and password.

In Person: Registrar, Room 251 McInnis Hall for on time registration only

NOTE:

Submission of session registration obligates you to pay applicable tuition and fees. Notification of registration changes or cancellation must be submitted in writing to the Registrar by the published deadlines.