

## Eastern University Summer and Fall 2011 Registration

Class schedules, forms and procedures are available on the **Registrar's page of Eastern's Web site.**  
(<http://www.eastern.edu/academic/registrar>) Online registration begins on March 21 according to the schedule below. You may register online anytime after your priority date and start time until April 6 at 8:00 a.m.  
Paper will be the only method of registration beginning April 6.

### Advising

You and your academic advisor have been given secure access to your academic records. Go to [my.eastern.edu](http://my.eastern.edu) Enter your Eastern login and password. To see what classes you need to complete, click on Student Records, and select "Degree Information" before clicking "Course Needs." You may then select, "Click here to view course needs..." By clicking on the CORE or Major options, you will see a list of requirements that have or have not been met.

### Registering for Classes

Click on Student Records, and select the Class Schedule and Registration tab on the left. Select Class Schedule and Registration before clicking on the Add/Drop link. Select the session -- S1, S2 or FA, 2011, Undergraduate, and type in each course in the Add by Course Code section at the bottom of the screen. Click the Add Course(s) button once each course and section has been typed into the fields. Click on the Student Schedule on the left side of the screen to verify your classes have registered. Check the cost of your textbooks with the link to the bookstore from the online schedule of classes. **If you need assistance, contact Karen Thompson, Assistant Registrar, [kthomps6@eastern.edu](mailto:kthomps6@eastern.edu) or Mark Hoffman, Web Technology, [hoffman@eastern.edu](mailto:hoffman@eastern.edu).**

### Fall 2011 Undergraduate Registration Procedures

- ☐ Meet with your advisor BEFORE you register and complete your registration form.
- ☐ Ask your advisor to sign and date your approved registration form. Include alternate classes.
- ☐ Submit your signed registration form to the Registrar's Office **after** your online registration session.

**Summer 2011 Registration for Online Courses** – See instructions above

### YOUR ONLINE REGISTRATION PRIORITY IS BASED ON THE NUMBER OF CREDITS YOU HAVE EARNED:

PRIORITY DATE	5:00 pm Start Time	6:00 pm Start Time	7:00 pm Start Time	8:00 pm Start Time	9:00 pm Start Time
<i>You have been assigned to...</i>	<i>If your current earned credits are at least...</i>	<i>If your current earned credits are at least...</i>	<i>If your current earned credits are at least...</i>	<i>If your current earned credits are at least...</i>	<i>If your current earned credits are at least...</i>
March 21	90	87	84	81	78
March 22	77	75	72	69	66
March 23	61	57	53	50	49
March 24	47	46	44	42	37
March 28	30	24	19	17	16
March 29	15 ID# 330368 to 419374	15 ID# 420359 to 438788	15 ID# 439048 to 444346	15 ID# 444534 to 466477	13
March 30	12	1	0		

**Online Registration closes on April 6 at 8:00 a.m.** Fall registration forms will be accepted until August 24.

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**FOR MORE INFORMATION & ANSWERS TO FREQUENTLY ASKED QUESTIONS, VISIT:**  
<http://www.eastern.edu/academic/registrar>

### **Undergraduate Course Loads**

Less than 12 semester hours is considered part-time status and billed on a per-credit hour basis. Students on Academic Probation are limited to 16 semester hours, except by permission of the Registrar. A student with 3.0 + grade-point average may be permitted to enroll in more than 18 credits and will be charged overload tuition.

### **Grade Reports**

Faculty will file grades with the Registrar three business days after exams end. Grade reports are not automatically mailed to home addresses at the end of the semester. (You may print your own academic record from My.Eastern.Edu, under course history) If you need a printed report from the Office of the Registrar, you must submit a Grade Report Request Form (available [www.eastern.edu/academic/registrar](http://www.eastern.edu/academic/registrar)).

### **Field Experience and Internship**

All undergraduate departments may offer Field Experience 395 and Internship 495, but you must have approval to register. Field experience is offered for 1 - 3 credits and is graded Pass/Fail; internship is 2 to 12 credits and is graded.

### **Research and Teaching Assistantship**

If you are invited to serve as a research or teaching assistant, the faculty member must submit a form for you.

### **Off-Campus Programs/Study Abroad**

If you plan to enroll in any full-time off-campus program in the Fall 2011 semester, you must submit a completed Class Registration Form listing OFFC100 and the title of the program. Contact Lori Bristol at 610-225-5010 or [lbristol@eastern.edu](mailto:lbristol@eastern.edu)

### **Private Music Lessons**

Private Lesson Authorization and Teacher Assignment Form are available from the Music Office, Room 211, Workman Hall. Private lesson fees are not refundable after the Drop/Add period.

### **Pass/No Credit Option**

Undergraduate students may designate the P/NC grading option for one **elective** course per semester (four in an academic career). **P/NC** should be clearly marked on the Class Registration form (not available online).

### **Prerequisite Courses**

Grades of "C" or higher are required for all undergraduate prerequisite courses. Online registration will automatically check for pre-requisite courses.

### **Billing and Financial Responsibility**

Log in to [my.eastern.edu](http://my.eastern.edu). Click the **Student Records** tab, then **Student Accounts** on the left. **Go to CASHNet.** In addition to private music classes, other courses have fees: Athletic Training Laboratory, Science Laboratories and Student Teaching. Refer to the Catalog for further explanation of fees.

### **Schedule Changes (Dropping and Adding Courses)**

You may change your class schedule during the online registration period until 8:00AM on April 6 or by submitting completed Drop/Add forms up to one week after the semester begins.

### **Final Examinations**

All examinations are to be taken on the days and times listed, except with special permission of the Dean of Arts & Sciences. See Fall 2011 Final Exam Schedule [www.eastern.edu/academic/registrar](http://www.eastern.edu/academic/registrar).