Eastern University Summer and Fall 2015 Registration

Class schedules, forms, and procedures are available on the Registrar’s page of Eastern’s Web site. Registration for Fall courses runs from March 30 at 7:00AM until April 9 at 4:00PM. You may register in Web Advisor any time after your assigned priority date and start time. Registration for Summer Session Online remains open until May 13 at 8:00 a.m.

Accessing Your Student Records
You and your academic advisor have been given secure access to your student records in MyEastern. Enter your Eastern login and password. Look for your total earned credits on your unofficial transcript and find your registration time in the table below.

FA 2015 Undergraduate Registration Procedures
- Review the 2015 Fall classes via WebAdvisor or on the Registrar’s Web Page.
- Meet with your advisor and visit the Academic Advising Center BEFORE you register. Review your degree audit and make a list of your first choice courses and at least three alternate courses.
- Ask your advisor to sign and date your approved registration form. Include alternate classes.
- Click on the Web Advisor link on your My Eastern page or the following link: http://webadvisorprod.eastern.edu/WebAdvisor/WebAdvisor
- Register your classes during your priority time or later. Please refer to the attached registration guide.
- **You may register even if you miss your online priority appointment**

Paper registrations will be processed by the Office of the Registrar until August 26, 2015.

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

<table>
<thead>
<tr>
<th>PRIORITY DATE</th>
<th>7:00 AM Start Time</th>
<th>7:45 AM Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have been assigned to…</td>
<td>If your current earned credits are…</td>
<td>If your current earned credits are…</td>
</tr>
<tr>
<td>March 30</td>
<td>86 or above</td>
<td>72-85.99</td>
</tr>
<tr>
<td>March 31</td>
<td>51-71.99</td>
<td>40-50.99</td>
</tr>
<tr>
<td>April 1</td>
<td>16-39.99</td>
<td>0-15.99</td>
</tr>
</tbody>
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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. This must be processed in the Registrar’s Office with a signed registration form by your advisor.

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 will be able to view this in Web Advisor. 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).

**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 2015 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

**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.

**Billing and Financial Responsibility**
Log in to my.eastern.edu. You will be able to view your billing information on Web Advisor. In addition to private music classes, other courses have fees: Athletic Training Laboratory, Science Laboratories and Student Teaching. Extra tuition is charged for more than 18 semester credit hours.

**Schedule Changes (Dropping and Adding Courses)**
You may change your class schedule during the online registration period until April 9 at 4:00 PM or by submitting completed Drop/Add forms to the Office of the Registrar.