Eastern University Summer and Fall 2014 Registration

Class schedules, forms, and procedures are available on the Registrar’s page of Eastern’s Web site. Registration for Summer and Fall courses runs from March 17 at 5:00 p.m. until April 4 at 8:00 a.m. You may register in MyEastern any time after your assigned priority date and start time. Registration for Summer Session Online remains open until May 7 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. Go to my.eastern.edu. Enter your Eastern login and password. Check to be sure you do not have any holds. Confirm your intended degree date. Look for your total earned credits on your unofficial transcript and find your registration time in the table below.

FA 2014 Undergraduate Registration Procedures
- Review the FA 2014 classes via MyEastern Course Catalog.
- 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 Registration on MyEastern to view your online priority date and time.
- Register your classes during your priority time or later.
- If a class you want is closed, choose another section or one of the alternate courses your advisor approved.
- Submit your signed registration form to the Office of the Registrar in Room 3 Fowler Hall AFTER you meet with your advisor and register.

You may register even if you miss your online priority appointment.
Paper registrations will be processed by the Office of the Registrar until August 27, 2014.

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

<table>
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<tr>
<th>PRIORITY DATE</th>
<th>5:00 pm Start Time</th>
<th>6:00 pm Start Time</th>
<th>7:00 pm Start Time</th>
<th>8:00 pm Start Time</th>
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<td>15 3.0+ gpa</td>
<td>15</td>
<td>13</td>
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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.

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 you own academic record from My.Eastern.Edu, under Student 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).

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 2014 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. Online registration will automatically check for pre-requisite courses.

Billing and Financial Responsibility
Log in to 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. 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 8:00AM on April 4 or by submitting completed Drop/Add forms to the Office of the Registrar.

Final Examinations
All examinations are to be taken on the days and times listed, except with special permission of the Dean of Arts and Sciences. You may review the Fall 2014 Final Exam Schedule before registration. www.eastern.edu