

Eastern University Spring 2022 Registration

Class schedules will be available in Student Planning the week of October 18. You may register in **Student Planning** any time after your assigned priority date and start time.

Accessing Your Student Records

You and your academic advisor have been given secure access to your student records in Student Planning. To access Student Planning, sign in to My Eastern and select Academic Plan-Registration on the self-service menu. Look for your total earned credits on your unofficial transcript and find your registration time in the table below. Please note any holds you have on your account that will keep you from being able to register will show up as a notification in the top right corner.

When does Registration Open for You?

Undergraduate Students	See table below for your exact date and time
Graduate Students (including Palmer Seminary)	Monday, November 1, 10:00AM
Esperanza College Students	Monday, October 25, 10:00AM

****You may register at any time after your assigned time slot****

Spring 2021 Registration

- Review the Spring 2022 classes via Course Offerings or Student Planning which will be released the week of October 18.
- In Student Planning, review your progress and access the Plan & Schedule tab to select courses to add to your plan and request that your advisor review your selections. See step by step online registration instructions posted on the Registrar's Web Page.
- Contact or meet with your advisor to approve your planned courses. Depending on your program, you may not be able to register without approval from your advisor. **All Undergraduate students must have advisor approval in Student Planning prior to registration.**
- Register for your classes at or after your assigned time slot. If you register online, you do not need to hand in any paperwork to the Registrar's Office. You are not registered until your courses turn **GREEN** in Student Planning.
- **If your class is closed or you require an override for any reason**, you must hand in an add/drop form with the appropriate signatures to the Registrar's Office.

**Paper registrations will also be processed by the Office of the Registrar until January 18, 2022 with appropriate signatures, but it is encouraged that you register online in Student Planning.

For Undergraduate Students:

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

REGISTRATION DATE	7:00 AM Start Time
<i>Registration will open on...</i>	<i>If your current earned credits are...</i>
November 2	73 or greater
November 3	32-72.99
November 4	0-31.99

Traditional 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 Dean. 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.

Final Grades

Faculty will file grades with the Registrar three business days after exams end. Once grades are released, you will be able to view them in Web Advisor.

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 Spring 2022 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. You are financially and academically responsible for every course you register for. If you need to make changes to your registration, they must be done with the Registrar's Office by the appropriate deadlines.