

## Eastern University Summer and Fall 2017 Registration

Class schedules will be available in Student Planning on Monday, March 6. 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?

<b>Traditional Undergraduate Students</b>	<b>See table below for your exact date and time</b>
<b>Graduate Students (including Palmer Seminary)</b>	<b>Monday, March 20, 10:00AM</b>
<b>Esperanza College Students</b>	<b>Monday, March 27, 10:00AM</b>

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

### Fall/Summer 2017 Registration

- Review the Summer and Fall 2017 classes via Course Offerings or Student Planning which will be released on Monday, March 6.
- 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 August 28, 2017 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	7:45 AM Start Time
<i>You have been assigned to...</i>	<i>If your current earned credits are...</i>	<i>If your current earned credits are...</i>
March 21	87 or more	73 to 86.99
March 22	50 to 72.99	36 to 49.99
March 23	16 to 35.99	0-15.99

### 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 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](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 2017 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.

### **Billing and Financial Responsibility**

Log in to [my.eastern.edu](http://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.