

SETON HILL UNIVERSITY REGISTRATION FOR M-TERM, J-TERM, AND SPRING 2010

Registration for courses at Seton Hill University may take place in one of three ways:

- (1) on line using Griffin Gate; *instructions are available on the Griffin Gate home page under the Downloadable Help Guides (portlet on far right)*
- (2) in person in the Registrar's Office (Admin 110); or
- (3) by mailing or faxing appropriate forms, with signatures, to the Registrar's Office, on or before the dates given below. *Students may mail or fax in forms before the dates given, and the Registrar's Office will process registrations beginning on the designated date, in the order in which they are received.*

Registration for **Graduate students** will begin at 6 am on Wednesday, November 4, 2009.

Registration for **Seniors** (90 or more credits earned), **Second Degree, and post-baccalaureate Teaching Certificate students** will begin at 6 am on Thursday, November 5, 2009.

Registration for **Juniors** (60 to 89 credits earned) will begin at 6 am on Friday, November 6, 2009.

Registration for **Sophomores** (30 to 59 credits earned) will begin at 6 am on Monday, November 9, 2009.

Registration for **Freshmen** (0 to 29 credits earned) will begin at 6 am on Tuesday, November 10, 2009.

Registration for **Unclassified students** (not degree-seeking) will begin at 6 am on Wednesday, November 11, 2009.

The "credits earned" number is based on the courses that you have completed before the beginning of the Fall, 2009 semester. Please note that you will be able to register *beginning* on the dates given above, until **January 1, 2010**. Earlier is better, to allow you the greatest number of course options.

BEFORE YOU ATTEMPT TO REGISTER

You are **required** to meet with your advisor before you register for classes. If you have two majors, you must see both advisors. If you are seeking teaching certification, you must meet with an Education advisor as well. Make advising appointments well before November 4. If you need to recall the name(s) of your advisor(s), use Griffin Gate, pressing the button "Demographic Information," for a reminder.

At your advising session, your advisor will review your proposed course schedule and discuss your progress in completing the courses you need to complete your degree or certification. In addition, if you are working toward the Bachelor's degree, you will also discuss the Capstone Assessment components and your progress.

Each student who is enrolled in the fall semester will receive two pre-printed course registration forms. Before you meet with an advisor, check GriffinGate or the SHU web site to see what courses are offered. Use the University Catalog and any advising materials you have received for your major, minor, graduate program, or certification program to fill in a draft schedule of courses for yourself on a course registration form. Be prepared, and your advising session will be most useful to you! All the forms you will need are available on Griffin's Lair under Forms, Registrar. Click on the name of the form to print the one you need, or stop by the Registrar's Office to pick one up.

When you leave your advising session, you should have:

1. Your **Course Registration Form** signed by your advisor(s). A copy of the course registration form is to be left with your advisor, who will keep it in your advising folder.
2. **Independent Study form and Drop/Add forms for "permission required" courses**, with signatures. Without these forms, the Registrar's Office staff will not be permitted to enroll you for these courses. You will not be able to register for these courses on line.
3. **Cross-registration forms** (SVC, UPG, WCCC), including signatures. See more information below about this.

4. **Application for Graduation** (for students who plan to graduate in calendar year 2010). *This must be received in the Registrar's Office no later than March 15 for May or June graduation; June 15 for August; or October 15 for December. Failure to submit this form on time will delay your graduation.*
5. **Pass/Fail forms**, signed by your advisor and by you. Only elective undergraduate courses may be taken Pass/Fail. Courses for the Liberal Arts Curriculum, your major, minor, or teaching certification may **not** be taken Pass/Fail. Graduate courses may not be taken Pass/Fail.
6. **Employer Verification Forms** (for students whose employers provide payment). Read the explanation on the form very carefully. One form must be submitted for every term of attendance.

REGISTRATION BEGINS ON NOVEMBER 4, 2010

Each student who is enrolled in the fall semester will receive two copies of the Course Registration Form from the Registrar. One completed copy must be given to your advisor to be maintained in your advising file. In addition, any student who is not financially cleared will be notified and must contact the Student Accounts Office prior to registration. If you are on financial hold and cannot resolve this before your registration date, submit your forms to the Registrar. Staff in that office will register you for classes as soon as you are financially cleared.

Method #1: If you choose to register **on line** using Griffin Gate, you must (no earlier than 6 am on the day indicated above) go onto the Griffin Gate site, and use your Student ID and PIN. Follow the directions on the screen, using the "Add/Drop Courses" link. You will be able to register for all courses that are offered, have seats available, and have no "Permission required" stipulation. Follow the directions and read all messages that appear. When you have registered for your courses, you will be able to use the "Print Screen" option (printer icon) to get a listing of your schedule. *Please note that on line registration and on line drop/add will close on January 1, 2010.*

If you need to register for courses that are "Permission required" ones, pick up drop/add slips in the Registrar's Office for that purpose, along with any other forms that may be required. Return those forms, with signatures, to the Registrar's Office to complete your registration.

If you need to register for a class that is closed (filled), you may put your name on the waitlist in GriffinGate, and the Registrar's Office will notify you if a vacancy occurs.

Method #2: If you choose to register **in person**, bring your signed Course Registration Form and any other needed documents to the Registrar's Office no earlier than the day designated for you. Personnel in the Registrar's Office will register you for your scheduled classes while you are present. If some courses are closed, alternates will be suggested. If significant changes are required in your schedule, you will be asked to consult with your advisor and return to finalize your schedule.

Method #3: If you choose to **mail (or fax)** in your registration materials, please make sure that you include your Course Registration Form and any other forms required, with all signatures. We will process your registration on the designated day, according to class level, in the order in which we received them. You should check on Griffin Gate a few days later to see that your registration has been processed.

REGISTRATION AND SCHEDULE CHANGES AFTER NOVEMBER 11, 2009

1. All currently enrolled students are encouraged to register for classes on the assigned days. This allows you the greatest flexibility in arranging your schedule. After November 11 you may find a limited selection of courses open to you.

2. After November 11 but **prior to January 2, 2010**, if you wish to change your schedule, please consult with your advisor and then use Griffin Gate to make the changes, or use Drop/Add slips and submit them to the Registrar's Office. All changes for courses at SHU must be made through the Seton Hill University Griffin Gate site or the SHU Registrar's Office. Changes for courses at SVC, UPG, or WCCC must be made in writing at the SHU Registrar's Office. Please note deadlines in the academic calendar. Refunds for courses dropped after classes begin will be made only under certain circumstances. Students who withdraw (drop all classes) from the University must notify the Registrar's Office in person or in writing.
3. **On or after January 2, 2010**, no registrations, drops, or adds will be permitted on line. You must use a Drop/Add form and obtain signatures. No refund for tuition is given for forms processed after the Add/Drop period. **A late fee of \$50 must be paid to make any change to your schedule (drop or add) after the drop/add period in any session or term has ended.** Students who withdraw from all classes on any date must notify the Registrar's Office in person or in writing and will receive pro-rated refund credit according to the schedule posted in the Registrar's Office, the Student Accounts Office, and the University Catalog.

OTHER INFORMATION

1. **ACADEMIC ADVISEMENT** – All students must consult with their academic advisor (if two majors, you must consult with both advisors; if teaching certification candidate, you must also consult with Education advisor) prior to registration. *Failure to do so may result in delay of graduation.*
2. **CREDIT LOAD** – If you wish to take more than 17 credits in the spring semester, you must receive permission from the Registrar prior to registration. If you are registering on line, Drop/Add slips must be used for credits in excess of 17. There is an additional per-credit charge for every credit beyond 17. Students on probation may not enroll in more than 17 credits for the semester.
3. **GRADUATE COURSES** are those courses numbered 500-999. Only students admitted to graduate programs may enroll in these courses, unless the program director and instructor of the course give written permission or the student is designated "Special Status" by the Graduate and Adult Studies Office. The undergraduate student who gains permission must use a Drop/Add slip to register in a graduate class and must submit the "Permission for Undergraduate to Enroll in Graduate Courses" form.
4. **PASS/FAIL OPTION**: If you wish to take a course pass/fail, you must complete a pass/fail form (available in the Registrar's Office). The following courses may **not** be taken pass/fail: Any course required for your major, your minor, or teacher certification; any graduate course; or any course taken for the Liberal Arts Curriculum. To be eligible for the Dean's List in a semester, you must be enrolled in at least 12 credits under the usual grading system. Students who are on academic probation may not take courses on a pass/fail basis.
5. **CROSS-REGISTRATION** procedures for taking classes at St. Vincent College, the University of Pittsburgh at Greensburg, or Westmoreland County Community College are below. Obtain all necessary signatures on a cross-registration form and bring the form to the Registrar's Office. If you decide to drop any cross-registered course, you must use a drop/add slip to do so. **It is the student's responsibility to determine the academic calendar for the other institutions. Dates may or may not correspond with Seton Hill's calendar for drop/add, breaks, exams, etc.**
 - a. Courses – You may take a course on another campus with the permission of your advisor and the Provost, except for certain core courses or when that course is being taught in the same semester at SHU. The Liberal Arts Curriculum courses that may not be taken on another campus are: Seminar in Thinking and Writing; Faith, Religion, and Society; and Senior Integrative Seminar. **Students may not cross-register in the semester in which they plan to graduate.**
 - b. Meal Exchange – Resident students who take courses at SVC and whose schedules conflict with meal periods should report to the SHU Student Accounts Office before the start of classes to complete meal forms. A listing will be sent to SVC to authorize them to serve you the meals designated on your form. The final date to complete a meal form for the semester is January 30, 2010.
6. **FINALIZING YOUR REGISTRATION**: During the week of January 25, 2010, you must obtain financial clearance through the Student Accounts Office. Once you are cleared, your ID card will be

electronically validated. Your ID card is your library card and your meal ticket (for residents), and you must be financially cleared to use it. If you have lost your ID card, you will be required to have a new card made. The fee is \$25 for a replacement card, payable in the Registrar's Office.

7. **PAYMENT OF EXPENSES:** University bills for the semester are payable and due **two weeks prior** to the beginning of the semester. Unpaid balances are subject to late fees. Each student's account must be cleared by the Student Accounts Office. If it becomes necessary for the University to engage an outside collection agency to assist in the collection of payments due to Seton Hill, the student will be responsible for all collection and legal fees.
8. **ON-LINE COURSES:** These courses are designated by section number 75, 76, or 77. These courses will be conducted using Griffin Gate. The minimum requirement for your participation in an on-line course is access to a computer with one of the following web browsers:

- ⇒ Netscape Navigator 4.73-4.76 – You can download Netscape Navigator 4.76 at http://wp.netscape.com/download/archive/client_archive47x.html (Netscape Navigator is included in Netscape Communicator.)
- ⇒ Microsoft Internet Explorer 5.5 or higher – You can download Internet Explorer 5.5 at <http://www.microsoft.com/windows/ie/downloads/archive/default.asp> or Internet Explorer 6.0 at <http://www.microsoft.com/windows/ie/downloads/ie6/default.asp>.

You should also note that the standard word processing software at Seton Hill is Microsoft Word, and many of the on-line course instructors will require that you use Word to submit course assignments. You must access the course on Griffin Gate within the first week of classes, just as if you were attending a traditional face-to-face course.

9. **J-TERM AND M-TERM:** You must register for J-term and M-term courses when you register for Spring 2010. J-term and M-term courses and fees are included in your spring bill. No M-term course may be dropped after January 29, 2010. After that date, students enrolled in M-term courses are responsible for full tuition and fees for those classes.

10. **DROP-ADD PERIOD:**

Classroom-Based Courses

The drop/add period for semester-long courses (15-week semester) is the first week of the semester. Exact dates are noted on the academic calendar. Online courses that are a full semester in duration follow the one week drop/add period calendar.

For short-term courses (spanning less than the full semester, 15-weeks) the drop/add period is in effect until the start of the second class meeting of the course. All summer courses, all Saturday courses, all J-term courses, and all other courses that meet for less than the 15-week duration follow this rule. For on-line classes designated in session S1, S2, S3, S4, S5, M1, M2, M3, M4, M5, or M6, dates are listed on the academic calendar. For any on-line course that is short-term (less than the full semester, 15 weeks, or not in one of the S or M sessions) the drop/add period ends at midnight on the day after the first day on which the class is scheduled to begin.

Process and Responsibility for Dropping or Adding a Course

All drops and adds for courses must be done on (1) GriffinGate (when it is active and before the first day of classes for any term) or (2) by submitting the drop/add forms to the Registrar's Office (this method is required after the first day of classes in any term). It is the student's responsibility to deliver the drop/add slip and to check on GriffinGate to make sure that the student's schedule is accurate and complete.

Courses dropped during the drop/add period do not show up on a schedule or transcript, nor is the student billed for those courses (unless the student is withdrawing from all courses for the semester, in which case there are financial implications for the student). Courses added during the drop/add period are reflected on the student's schedule and on the student's bill.

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9/30/09