

## Registration Schedule

Classification is determined by the total hours completed at the time of registration. Credit hours for Fall Semester 2016 courses are not included.

Hours Completed	Classification	Registration Period
91+ hrs	Seniors	October 25-26
61-90 hrs	Juniors	October 27-28
31-60 hrs	Sophomores and 2nd Yr. Freshmen	November 1-3
1-30 hrs	First Yr. Freshmen	November 15-17

Online registration will close on Monday, November 7 at 8:00 a.m. so freshman schedules can be prepared. No registration changes will be made while the freshman scheduling process is being completed. Online registration will re-open on Monday, November 14.

## Registration Guidelines

### First Year Freshmen

- A tentative schedule will be prepared for you by the office of the registrar. You will receive an email when it is ready to be viewed through CedarInfo.
- View your class registration date and time in CedarInfo under "Academic Transactions."
- Meet with your advisor to discuss your schedule. Make desired changes through Student Planning after your registration time opens.
- Verify that your schedule is accurate through CedarInfo under "Academic Transactions." Click on "View your class schedule, advisor, library ID."

### Upperclassmen and Graduate Students

- Confirm your registration date and time through in CedarInfo under "Academic Transactions." Click on "Class registration date and time."
- Create your schedule plan in Student Planning
- Meet with your advisor to discuss your schedule and select course sections.
- Activate your schedule in Student Planning after your registration time opens.
- Verify that your schedule is accurate through CedarInfo under "Academic Transactions." Click on "View your class schedule, advisor, library ID."

## Registration Steps

### Financial Responsibility Agreement

- All students must complete the financial responsibility agreement process in CedarInfo before they are eligible to register for Spring Semester 2017
- Click on "Financial Responsibility Agreement" under Financial Transactions to complete this process

### Where do I find course information for Spring Semester?

- Click on the desired course schedule (graduate or undergraduate) from the "Quick Links" menu from either the current student or faculty and staff homepage
- Follow the links provided to the Spring Semester course schedule

### How do I register for regular classes?

- All undergraduate and graduate students use the **Self Service Student Planning** program to register for traditional classes that are available
- Instructions for using Self Service Student Planning are provided through the "Quick Links" menu to the selected course schedule; *Click on Registration Information & Instructions*

### How do I access Self Service Student Planning?

- Click on "Self Service Student Planning" from the Academic Transactions menu in CedarInfo (or)
- Use the following link:  
<https://selfservice.cedarville.edu/student>

### How do I register for online courses?

- Instructions for registration for online courses are available on the "Course Schedules" webpage

### You must come to the Office of the Registrar in SSC-132 to obtain a form to register for:

- Classes that are filled
- Classes with overlapping meeting times
- Classes that require instructor approval
- Course overloads
- Non-traditional courses (Independent Studies, Internships, etc)

Online  
registration for  
all students ends on  
Friday, January 13  
at 5:00 pm

# SPRING SEMESTER 2017 (Continued)

## Financial Information

You may view your student account balance and current invoice on CedarInfo under Financial Transactions.

Your first payment is due on January 5, 2017. Accounts paid after this time are considered late and are subject to a \$25 late payment penalty

### Payment Methods:

- Check: Make your check payable to Cedarville University. Please write your ID# on your check.
- Credit Card: Most major credit cards are accepted with a 2.5% fee.
- Electronic Payment: Please see cashier website [www.cedarville.edu/offices/cashiers](http://www.cedarville.edu/offices/cashiers).

### Deferred/Monthly Payment\* Due Dates:

January 5, \*February 1, \*March 1, \*April 1

\*plus interest @1.083% monthly

Cashier's Office - Stevens Student Center 130

## Drop/Add Schedule

No tuition refund is applicable for block tuition students who remain within the block of 12-17 credits; for other students who qualify, tuition refunds for 16 week courses will be credited according to the following schedule.

Dates	Transcript Will Show	Refund (Outside of Block)
January 10-13	No Record	100%
January 16-20	No Record	75%

**A \$50.00 late registration fee will be charged to add a class after January 22**

January 23 - March 24	W	0%
March 27 - April 7	WP/WF	0%
April 10 - May 5	No drops permitted	

**Last day to register online: January 13**

**Last day to drop a class: April 7**

**For courses that are less than 16 weeks, please review the drop/add schedule at <http://www.cedarville.edu/Offices/Registrar/Undergraduate/Drop-Add-Spring.aspx>**

## Final Exam Schedule

Final exams for Spring Semester 2017 will be held in the regular classrooms where the classes meet during the semester. Classes which meet at times other than listed below will have their exams on Thursday at 3:30-5:30 p.m. or another time as designated by the instructor.

Class Time	Exam Date	Exam Time
<b>MWF, M-R, M-F</b>		
8:00 a.m.	Wednesday, May 3	8:00 - 10:00 a.m.
9:00 a.m.	Friday, May 5	8:00 - 10:00 a.m.
11:00 a.m.	Wednesday, May 3	10:30 a.m. - 12:30 p.m.
12:00 p.m.	Friday, May 5	10:30 a.m. - 12:30 p.m.
1:00 p.m.	Wednesday, May 3	1:00 - 3:00 p.m.
2:00 p.m.	Thursday, May 4	1:00 - 3:00 p.m.
3:00 p.m.	Friday, May 5	3:30 - 5:30 p.m.
4:00 p.m.	Wednesday, May 3	3:30 - 5:30 p.m.
<b>TR</b>		
8:00 or 8:30 a.m.	Tuesday, May 2	8:00 - 10:00 a.m.
9:00 a.m.	Thursday, May 4	8:00 - 10:00 a.m.
11:00 a.m.	Thursday, May 4	10:30 a.m. - 12:30 p.m.
12:00 or 12:30 p.m.	Tuesday, May 2	10:30 a.m. - 12:30 p.m.
1:00 p.m.	Tuesday, May 2	1:00 - 3:00 p.m.
2:00 p.m.	Tuesday, May 2	3:30 - 5:30 p.m.
3:00 or 3:30 p.m.	Thursday, May 4	3:30 - 5:30 p.m.

Your financial aid is reflected on your current invoice. If you have any questions, please stop by the Financial Aid Office in Stevens Student Center 190, or contact the office via email.