

### Registration Schedule

Classification is determined by the total hours completed at the time of registration. Credit hours for Spring Semester 2018 courses are not included.

| Hours Completed | Classification | Registration Period |
|-----------------|----------------|---------------------|
| 91+ hrs         | Seniors        | March 19-20         |
| 61-90 hrs       | Juniors        | March 21-22         |
| 31-60 hrs       | Sophomores     | March 23-26         |
| 1-30 hrs        | Freshmen       | March 27-29         |

### Registration Guidelines

All current students who plan to continue for Fall Semester 2018 should register for classes before leaving campus at the end of the semester.

All students, including freshmen, should work with their advisors to develop their class schedules for Fall Semester. Currently-enrolled freshmen will not receive pre-generated schedules for this registration cycle.

Course Information for Fall Semester 2018 is available on the Course Schedules web page located under the "Resources" menu on both the current student and faculty and staff homepages.

### Registration Steps

#### **Financial Responsibility Agreement**

All students must complete the financial responsibility agreement process in CedarInfo before they are eligible to register for Fall Semester 2018. Click on "Financial Responsibility Agreement" under Financial Transactions.

#### **Undergraduate and Graduate Students**

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

#### **Need an online course?**

- Use the **New CedarInfo Process** to request an online course for Fall Semester 2018! Login to CedarInfo and click on "Online Course Request" under the Academic (Student) Transactions menu **OR** click the link to Fall 2018 Registration for Online Courses from the "Course Schedules" webpage. Complete and submit the electronic form to initiate the request process.

#### **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 course

## FALL SEMESTER 2018 *(Continued)*

### Financial Information

You may view your student account activity on self service on CedarInfo under Financial Transactions.

Your first payment is due on August 3, 2018. 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.

#### Deferred/Monthly Payment Due Dates:

August 6, September 1, October 1, November 1

Cashier's Office - Stevens Student Center 130

### Drop/Add Schedule (16-week courses)

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 will be credited according to the following schedule.

| Dates        | Transcript Will Show | Refund<br>(Outside of Block) |
|--------------|----------------------|------------------------------|
| Aug. 22-24   | No Record            | 100%                         |
| Aug. 27 - 31 | No Record            | 75%                          |

***A \$50.00 late registration fee will be charged to add a class after September 1***

|                   |                    |    |
|-------------------|--------------------|----|
| Sept. 3 - Oct. 26 | W                  | 0% |
| Oct. 29 - Nov. 9  | WP/WF              | 0% |
| Nov. 12 - Dec. 14 | No drops permitted |    |

**Last day to register online: August 24**

**Last day to drop a class: November 9**

**Prorated tuition refunds will be applicable for 8-week and 12-week courses.**

### Final Exam Schedule

Final exams for Fall Semester 2018 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, Dec. 12 | 8:00 - 10:00 a.m.       |
| 9:00 a.m.            | Friday, Dec. 14    | 8:00 - 10:00 a.m.       |
| 11:00 a.m.           | Wednesday, Dec. 12 | 10:30 a.m. - 12:30 p.m. |
| 12:00 p.m.           | Friday, Dec. 14    | 10:30 a.m. - 12:30 p.m. |
| 1:00 p.m.            | Wednesday, Dec. 12 | 1:00 - 3:00 p.m.        |
| 2:00 p.m.            | Friday, Dec. 14    | 1:00 - 3:00 p.m.        |
| 3:00 p.m.            | Wednesday, Dec. 12 | 3:30 - 5:30 p.m.        |
| 4:00 p.m.            | Friday, Dec. 14    | 3:30 - 5:30 p.m.        |
| <b>TR</b>            |                    |                         |
| 8:00 or 8:30 a.m.    | Thursday, Dec. 13  | 8:00 - 10:00 a.m.       |
| 9:00 a.m.            | Tuesday, Dec. 11   | 8:00 - 10:00 a.m.       |
| 11:00 a.m.           | Thursday, Dec. 13  | 10:30 a.m. - 12:30 p.m. |
| 12:00 or 12:30 p.m.  | Tuesday, Dec. 11   | 10:30 a.m. - 12:30 p.m. |
| 1:00 p.m.            | Thursday, Dec. 13  | 1:00 - 3:00 p.m.        |
| 2:00 p.m.            | Tuesday, Dec. 11   | 1:00 - 3:00 p.m.        |
| 3:00 or 3:30 p.m.    | Tuesday, Dec. 11   | 3:30 - 5:30 p.m.        |