

## SETON HILL UNIVERSITY REGISTRATION FOR SUMMER and FALL 2019

Registration for **Graduate students** will begin on Wednesday, April 3, 2019 at 6 am.

Registration for **Seniors** (90 or more credits earned), **Second Degree, and post-baccalaureate Teaching Certificate students** will begin on Thursday April 4, 2019 at 6 am.

Registration for **Juniors** (60 to 89 credits earned) will begin on Friday April 5, 2019 at 6 am.

Registration for **Sophomores** (30 to 59 credits earned) will begin on Monday, April 8, 2019 at 6 am.

Registration for **Freshmen** (0 to 29 credits earned) will begin on Tuesday, April 9, 2019 at 6 am.

Registration for **Unclassified** (not degree-seeking) and **Pastoral Ministry students** will begin on Wednesday, April 10, 2019 at 6 am.

The “credits earned” number is based on the courses that you have completed before the beginning of the Spring 2019 semester. Please note that you will be able to register *beginning* on the dates given above. **Online registration ends for summer classes on April 28 for graduate students and May 3 for undergraduates. For fall classes it ends on August 18 for graduate students and August 16 for undergraduates.**

### ADVISING APPOINTMENT

It is time to start preparing for Summer and Fall 2019 registration. All students are required to meet with their advisor to receive registration clearance for fall classes – this is a NEW step in the registration process. Students will now be required to obtain registration clearance each semester from their advisor. 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 April 3. If you need to recall the name(s) of your advisor(s), email [helpfinreg@setonhill.edu](mailto:helpfinreg@setonhill.edu), or look on your personalized Registration Form. Students do not need special clearance to register for summer 2019 classes.

All students who are enrolled in the spring semester will receive an e-mail giving a link to their own registration forms which are prepopulated with demographic and academic information for the student. Please print out this form and take it with you to your advising appointment. Before you meet with an advisor, check GriffinGate or MySHU under Documents, Registrar 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 your personalized Registration Form.

To be cleared to register, students should set up a pre-registration advising appointment with their advisor and come prepared with a proposed list of courses. 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 discuss the Capstone Assessment components and your progress.

If you have a hold on your account, it is still important that you sign up for an advising appointment. Meeting with an advisor in advance of registration means that you will not have to worry about getting advising clearance once your hold is lifted.

### REGISTRATION BEGINS ON APRIL 3, 2019

Any student who is not financially cleared will be notified and must contact the Office of Financial Services and the Registrar prior to registration. If you are on financial hold and cannot resolve this before your registration date, submit copies of your forms (including one course registration form for summer and one for fall) to the Office of Financial Services and the Registrar. Staff in that office will register you for classes as soon as you are financially cleared.

**Please note that to participate in the Room Lottery (reserve a campus residence hall room for 2019-20), you must be registered as a full-time student for the fall semester.**

*Students may mail or fax in forms before the dates given, and the staff will process registrations beginning on the designated date, in the order in which they are received.*

**Method #1:** If you choose to register on line using GriffinGate, you must (no earlier than 6 am on the day indicated above) go onto the GriffinGate site. Follow the directions on the screen, using the “Add/Drop Courses” link and choosing the appropriate semester (summer or fall). 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.

If you need to register for courses that are “Permission required” ones, get drop/add slips on MySHU, Forms, Registrar or in the Office of Financial Services and the Registrar for that purpose, along with any other forms that may be required. Return those forms, with signatures, to the Office of Financial Services and the Registrar 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 staff will notify you through your Seton Hill email if a vacancy occurs.

If you need to register for more than 17 credits, complete the add/drop slip and turn it into the Office of Financial Services and the Registrar to complete your registration. To register for more than 21 credits, your advisor must petition the Registrar to allow you to enroll in 22 or more credits.

**Method #2:** If you choose to register in person, bring your signed Course Registration Form and any other needed documents to the Office of Financial Services and the Registrar no earlier than 6 am on the day designated for you. Personnel there 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 GriffinGate a few days later to see that your registration has been processed.

### **REGISTRATION AND SCHEDULE CHANGES AFTER APRIL 11, 2019**

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 April 11 you may find a limited selection of courses open to you.
2. After April 11 but **prior to April 28 for graduate students, May 3 for undergraduates (summer classes) or August 18 for graduate students, August 18 for undergraduates (fall classes)**, if you wish to change your schedule, please consult with your advisor and then use GriffinGate to make the changes, or use Drop/Add slips and submit them to the Office of Financial Services and the Registrar. All changes for courses at SHU must be made through the Seton Hill University GriffinGate site or the SHU Office of Financial Services and the Registrar. Changes for courses at SVC, UPG, or WCCC must be made in writing at the SHU Office of Financial Services and the Registrar. 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 in person or in writing.
3. **On or after April 28 for graduate students or May 3 for undergraduates (summer classes) or August 18 for graduate students or August 18 for undergraduates (fall classes)**, 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 per course must be paid to make any change to your schedule (add or change) after the drop/add period has ended in that session or term.** Students who withdraw from all classes on any date must notify the Registrar in person or in writing and will receive pro-rated refund credit according to the schedule posted in the Office of Financial Services and the Registrar and the University Catalog.

### OTHER INFORMATION

1. **CREDIT LOAD** – If you wish to take more than 17 credits in the summer or fall, 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.
2. **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.
3. **PASS/FAIL OPTION:** If you wish to take a course pass/fail, you must complete a pass/fail form (available in the Office of Financial Services and the Registrar or on MySHU, Forms, Registrar). 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 use the pass/fail option.
4. **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 Office of Financial Services and the Registrar. 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. No cross-registration is allowed for the summer term.**
  - a. Courses – You may take a course on another campus with the permission of your advisor and the division chair, 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: Faith, Religion, and Society; and Senior Integrative Seminar. **Students may not cross-register in the semester in which they plan to graduate.**
5. **ID Card** Your ID card is your library card, your meal ticket (for residents), and your access card to campus facilities. 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 Office of Financial Services and the Registrar.
6. **PAYMENT OF EXPENSES:** University bills are due **June 20 for summer, and August 20 for fall.** Writing Popular Fiction bills are due June 20. Orthodontics bills are due June 20 for summer. Unpaid balances are subject to late fees. Each student’s account must be cleared by the Office of Financial Services and the Registrar. 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.
7. **ON-LINE COURSES:** These courses are designated by section number 45, 46, 75, 76, or 77 and will be conducted using Canvas. The minimum requirement for your participation in an on-line course is access to a computer with one of the following web browsers:
  - Internet Explorer 6.0 on Windows XP
  - Internet Explorer 7.0 on Windows XP or Windows Vista
  - Internet Explorer 8.0 on Windows XP or Windows Vista
  - Firefox 2.0.0.20 on Windows XP, Mac OS X, version 10.2 or 10.4
  - Firefox 3.0.7 on Windows XP, Mac OS X, version 10.4

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 Canvas within the first week of classes, just as if you were attending a traditional face-to-face course.
8. **DROP/ADD PERIOD:**  
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 Office of Financial Aid and the Registrar (this method is required on and 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. Courses added during the drop/add period are reflected on the student's schedule and on the student's bill.

Any change to a student's schedule after the drop/add period has ended will be considered only in extraordinary circumstances and will require payment of a \$50 late registration fee for each course that is added or changed.