

# CONCORD UNIVERSITY

## Directions for Course Selection and Registration Summer and Fall 2017

Summer & Fall 2017 schedules are now available online. Only currently enrolled students may register at this time.

**ACADEMIC ADVISING.** Students should make appointments with their advisors between **March 20 – April 7**. A trial schedule must be made with the advisor before registration. Students should come to the Associate Academic Dean's Office, A-240, for instructions to obtain an advisor.

Faculty members should post name and office hours on their doors and keep those hours during the advising period. Sign-up sheets may be printed from the following link: [http://www.concord.edu/userfiles/files/faculty-staff/sign\\_up\\_sheet.pdf](http://www.concord.edu/userfiles/files/faculty-staff/sign_up_sheet.pdf) or contact your division office.

**COURSE SELECTION SEQUENCE.** Students will receive their registration pin number from their advisors. They will then use this pin to Add/Drop classes online on their MyCU accounts.

Steps for this include: 1) Login to MyCU, 2) Banner Self-Service, 3) Student Services, 4) Registration, 5) Add/Drop Courses, 6) Enter pin, and 7) Enter courses to Add/Drop.

**If the student chooses to register in the Registrar's Office, they must present the trial schedule signed by the advisor on record.**

### **REGISTRATION DATES.**

Veterans, Honor Students, and Students with Disabilities		Register on March 22-23
Seniors	90 or more hours	Register on March 22-23
Juniors	60-89 hours	Register on March 24, 27
Sophomores	30-59 hours	Register on March 28-29
Freshmen	0-29 hours	Register on March 30-31

**Students are required to declare a major by the completion of 60 hours. Failure to declare the major will result in a hold on registration for classes.** The "Declaration of Degree/Major Form may be found at the following link: <https://apps.concord.edu/machform35/view.php?id=47623>

**PAYMENT OF FEES.** All financial obligations to Concord must be paid before the "payment of fees" date for the fall semester. Students should check the bill they receive from the Business Office for any holds or warning notices.

Early payment is between **April 17, 2017** and **August 11, 2017**. Before sending payments by mail, make certain the payment equals the exact amount on the bill supplied by the Business Office; any other amount cannot be applied and will be returned. To avoid the late fee of \$25.00, all payments must be submitted by **August 14**. If payments, including late payments, are not submitted by **September 1** the student will be dropped from all classes. If dropped from all classes, the student must then re-register and submit all payments including the \$25.00 late fee, plus any additional penalties.

**HOUSING.** Students should check their bills when they register in the Registrar's office for information concerning their housing arrangements. Students need to report any change in residence status to the Housing Office.

**REGULAR REGISTRATION, August 7-11.** New students, as well as those who did not take advantage of Course Selection in the Spring, may register August 7-11.

**DROPS AND ADDS.** Students will be able to drop and/or add courses when they report for the Fall Semester. Students must retain a validated copy of the Drop/Add slip for future reference. Online access will be available until **August 11, 4:00 pm**.

**FINANCIAL AID.** If a student has a question about financial aid for the Fall Semester, they should check with the Financial Aid Office in Marsh Hall Room 204 during the Course Selection period. Students seeking Pell Grants or student loans must apply during the Course Selection dates to insure funding by the first day of class.

Please notify the Associate Academic Dean's Office of any changes to the schedule of classes.