



Directions for Course Selection and Registration – SPRING 2019

Spring 2019 schedule of courses is now available online. To view these courses follow the following link:

<https://apps.concord.edu/schedules/seatstaken.php>

ACADEMIC ADVISING. Students should make appointments with their advisors between October 15 and November 2, 2018. A trial schedule must be made with the advisor before registration. Students should contact the department office of their major 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 advising page located at:

<https://www.concord.edu/education/sites/www.concord.edu.education/files/images/advising%20sign%20up%20sheet.pdf>

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** Self-Service, 2) **Student** tab, 3) **Registration**, 4) **Add or Drop Courses** (*select a registration term*), 5) Enter pin, and 6) 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. (Beginning at 8:00AM each date of the various groups.)

Honor Students		Register on October 29
Athletes, Disability, Military, SSS		Register on October 30-October 31
Seniors	90 or more hours	Register on October 30-October 31
Juniors	60-89 hours	Register on November 1-2
Sophomores	30-59 hours	Register on November 5 - 6
Freshmen	0-29 hours	Register on November 7-8

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

Early payment is between November 16, 2018 and January 11, 2019. Before sending payments by mail, make certain the payment equals exactly the amount of 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 January 14. If payments, including late fees are not submitted by February 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 a reinstatement fee, plus any additional penalties.

HOUSING. Students need to report any change in residence status to the Housing Office.

REGULAR REGISTRATION, January 8-11. New students, as well as those who did not take advantage of Course Selection in November, may register on January 8 -11. New transfer, re-admit, or new freshman students should call 304-384-6031 or email tabora@concord.edu for instructions on obtaining a class schedule.

DROPS AND ADDS. Students will be able to drop and/or add courses the first week of the Spring Semester without any academic penalty. Once a class has begun, the signature of the instructor is required to add that class to a schedule. Online access will be available until January 11, 4:00 pm.

FINANCIAL AID. If a student has any question about financial aid for the Spring Semester, they should check with the Financial Aid Office in Marsh Hall Room 205 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.

All ANNOUNCEMENTS CONCERNING THE SPRING SCHEDULE; NEW COURSES, MINI COURSES, ROOM CHANGES OR OTHER SPECIAL ITEMS, SHOULD COME THROUGH THE ASSOCIATE PROVOST'S OFFICE SO ALL SUCH INFORMATION CAN BE COORDINATED. WE APPRECIATE YOUR COOPERATION IN THIS COURSE SELECTION PERIOD.