



# Fall 2018 Registration FAQ

## Degree Programs

### Registration Calendar

<b>Spring Classes Begin</b>	January 16	<b>Spring Classes End</b>	May 12
<b>Registration Opens</b>	October 30	<b>Registration Closes</b>	November 26
<b>Tuition Payment Deadline</b>	4:30 pm, Thursday January 11		
<b>Last Day to Drop Without Penalty</b>	5:00 pm, Friday, January 12		
<b>Last Day to Change Schedule</b>	5:00 pm, Friday, January 26		

### How do I choose my classes?

Undergraduates:

1. Review the schedule and make your tentative selections. Program requirements are outlined in the catalog.
2. Meet with your Academic Advisor for schedule advisement and approval. Together you will also review your overall progress towards graduation. Take advantage of this time to discuss any issues that might be affecting your success, satisfaction, or security.

*Business Students:* before meeting with your advisor, you must first meet with your Program Advisor, Professor Meskerem Tadesse, for core advisement.

Graduates:

1. Review the schedule and make your tentative selections. Program requirements are outlined in the catalog.
2. Meet with your Program Advisor for approval and to discuss your progress, goals, aspirations, etc.

### Can I register online?

Yes you can! Enter your advisor-approved schedule directly through the UWest student portal.

*Note:* This option is open to students who meet prerequisite requirements and have no financial or other holds. If you are taking any courses that require prerequisite waivers or if there is a hold on your record, you will need to register in person at the Registrar's Office.

*Warning:* Online registration is only open to students through the registration deadline. After the deadline (late registration) students will need to bring their approved registration forms to the Registrar's Office.



### How many classes should I take?

1. Plan well. Undergraduates should expect to spend a minimum of 2 hours of prep time each week for every hour in class, graduates should plan on 3 hours per hour in class. So, if you take 12 undergraduate units, you will be in class for 12 hours each week and should be prepared to put in on average *at least* 24 hours of work per week outside of class –and this is why 12 units is called “full-time” enrollment!
2. See the chart below for the standard course load expected for your degree level. Taking an extra class to speed up graduation is a fine idea if you are doing well in school and have the time to dedicate to your studies. However, if you work full-time or have other time intensive commitments, this might jeopardize your success.
3. If you are on an F-1 Visa, you must maintain full-time enrollment every fall and spring term.

	Standard	Full-time	Half-time	Minimum	Maximum
Undergraduates	15 units	12 units	6 units	6 units	18 units
Graduates- PSY, RS, MBA	9 units	9 units	4.5 units	6 units	12 units
Graduates- BC	12 units	9 units	4.5 units	6 units	12 units

### Do I really need to complete {Writing 1 or 2, Math, ILR, Speech} this term?

Undergraduates, completion of the general education core competencies during your first year is REQUIRED. Be sure to schedule so that you are on track to do so.

### Spring semester isn't over—how can I choose classes for Fall?

Good question! Just assume that you will successfully complete your current classes. After you register, you may change your schedule through Friday, August 31, the add/drop deadline.

### I don't meet the prerequisites for a course I want/need to take. What can I do?

You will need to meet with your program advisor to discuss your course options. If the advisor agrees that the class is right for you, have the advisor sign your registration/add-drop form then bring the approved form to the Registrar's office to finish registering. You may also need instructor and/or chair approval.

You need to be aware that prerequisites exist for a reason. Some classes are much more difficult or the outcome less beneficial if taken out of sequence. Discuss this with your program advisor.

### I am in the ESL/ELI program this term—when do I register?

You will register during the last week of the spring semester, May 7 - 11. You will receive instructions in May.



**I am graduating in fall—is there anything special I need to do?**

Yes there is! Complete a [Petition to Graduate](#) form and submit it with your registration form when registering for your final term. If you register via the student portal, submit your petition before Registration closes. Before submitting the form, have it signed off by:

1. your Department Chair or Program Advisor to confirm that you are graduating, and
2. the Bursar, to whom you will pay the Graduation (required) and Commencement (optional) fees.

Once that form is submitted, work hard and get those classes done. We're looking forward to having you cross the stage at Commencement 2019!

**I am a PhD (MA Thesis) student and have finished all of my courses. Do I need to register?**

Yes, you must maintain continuous enrollment every fall and spring semester while preparing for your qualifying exam, preparing your proposal, writing and defending your dissertation (thesis), and until you successfully submit your dissertation (thesis) to the library.

Your department wants to keep in touch with you. Be sure to have your continuous enrollment registration approved by your program advisor or chair. Please be sure to include your advisor's name on your schedule so that we put you in the correct section.

You are considered to be enrolled full-time for F-1 and financial aid deferment requirements when registered for continuous enrollment even though you will be taking only 1 to 3 units. However, you must be enrolled in at least 4.5 units to qualify for financial aid.

*Warning:* Failure to maintain continuous enrollment may result in the loss of your candidacy status.

**What if I don't register by April 29<sup>th</sup>?**

You will pay a \$50 late registration fee when you do register.

**What if I don't register by May 11<sup>th</sup>?**

Degree students who do not register for fall on or before Friday of the last week of the spring semester must be approved by both the Dean of Student Affairs and the appropriate advisor before they may register.

Students who still have not registered one week prior to the start of the fall term will be considered to have voluntarily withdrawn from UWest. This will affect scholarships and aid, and for those of you who didn't actually plan to take time off, petitioning for reinstatement will create extra paperwork for you.



In addition, if you are approved for late registration or are successfully reinstated, you will be subject to the \$50 late registration fee. This fee is in addition to the \$100 late payment fee that will be assessed by the Bursar's office if you do not make your first payment by August 16, the tuition payment deadline for fall.

Are you on an F-1 visa? The university is required to report all F-1 students who do not maintain their full-time enrollment. Delaying your registration may have a serious impact on your F-1 status.

**I missed the deadlines to register. Can I still attend this fall?**

Yes, but you will need permission from both the Dean of Student Affairs and your advisor. If you have already been dropped you will need to petition for reinstatement too. In addition, you will be required to pay the \$50 late registration fee. Simplify your life – register on time!

**Do I need to pay when I register for classes?**

We encourage you to pay or make payment arrangements made as soon as you have scheduled your classes. If you wish to wait until the last possible minute, don't miss the Tuition Payment Deadline: 4:30 pm, **Thursday, August 16**. You must make any required payment or arrangements **no later than 4:30 pm on August 16<sup>th</sup>** to avoid being assessed the \$100 late payment fee.

**What about my aid, scholarship, grant, loan for fall?**

First question – is your FAFSA up to date? If not, get that done ASAP because no federal or state funding can be arranged until the FAFSA is submitted. We encourage you to check in with the Financial Aid Department during registration to make sure your funding is in place. They will be happy answer all of your questions!

**Which textbooks do I need for my classes?**

Books are listed on the Schedule of Classes posted on the portal under course details. If you do not see textbook information when you click on course detail, the professor has not yet finalized the textbook selection. Check back for updates.

**Can I change my schedule after I register?**

Of course you may! You may change your schedule until the Add/Drop Deadline, August 31, 2018. Fill out a Registration/Add-Drop form, have it signed by your Academic Advisor (undergrads), Program *and* Academic Advisor (business undergrads), or Program Advisor (grad students), then bring it to the Registrar's Office for processing.

*Money saving tip:* If you are thinking of reducing the number of units you are taking, be sure to do so **no later than** Friday, August 24. If you wait until after Friday of the first week of classes you will be charged partial tuition for the dropped course.



**I am thinking about taking the semester off. Is this a problem?**

The fall semester is a standard period of enrollment—taking the term off is a big decision with potentially expensive side effects. Before making such a significant decision, be sure to sit down with your academic and financial aid advisors to discuss how this will affect your education and funding. If you can do so, restrict your time off to just the summer term. If you do decide to take the fall or spring semester off, submit an approved Leave of Absence/Withdrawal form to the Registrar's office when the spring semester ends. It will be processed as soon as grades are posted.

Note for International Students: You are required to maintain full-time enrollment in both fall and spring semester. If you are considering taking the fall semester off, be sure to meet with your International Student Advisor, Leslie Bazzano, before finalizing this decision.