





# SPRING 2022 REGISTRATION DEGREE PROGRAM FAQ

## WILL CLASSES BE ON CAMPUS THIS SPRING?

While the university continues to monitor the pandemic situation, we are not currently considering remote options in the spring. All classes will be on campus and in person, with the exception of those courses being offered in hybrid or online modalities.

Make plans to be vaccinated and on campus.

**Campus** - traditional face-to-face instruction delivered at a set time in a classroom here on campus.

**Online** - all instruction is delivered through online through asynchronous instruction. Any synchronous component is usually supplemental.

**Hybrid** - combines synchronous (remote) and asynchronous (online) instruction.

## HOW DO I CHOOSE MY CLASSES? Undergraduate Students

1. Review the schedule and make your tentative selections. Program requirements are outlined in the catalog. If you are not yet familiar with your program requirements, speak with your advisor prior to selecting classes.
2. EMAIL your Academic Advisor to schedule an appointment to review your proposed schedule. Together, you should 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. The university may have resources to help.

## HOW DO I CHOOSE MY CLASSES? Graduate Students

1. Review the schedule and make your tentative selections. Program requirements are outlined in the catalog. If you are not yet familiar with your program requirements, speak with your advisor prior to selecting classes.
2. EMAIL your Program Advisor to schedule an appointment to review your proposed schedule. You should also discuss your progress, goals, aspirations, etc. Take advantage of this time to discuss any issues that might be affecting your success, satisfaction, or security. The university may have resources to help.

## 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 submit your approved form to the Registrar's Office for processing.

**Warning:** Online registration is only open to students through the registration deadline. After the deadline (i.e. during late registration) students will need to submit their approved registration forms to the Registrar's office, in person or via email to Registrar@uwest.edu.

## HOW MANY CLASSES SHOULD I TAKE?

1. Plan well. Undergraduates in a 3-unit class should expect to spend a minimum of 3 hours in class each week, and another 6 hours of work outside of class time reading, researching, writing, homework, etc. Grad students, a 3-unit class means 9 hours of work outside of class.
2. Undergraduates who want to graduate in 4 years must take an average of 15 units per term to complete the 120 units required for each of UWest's bachelor's degree programs.
3. 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.

	<i>Minimum</i>				
	<i>Standard</i>	<i>Full-time</i>	<i>Half-time</i>	<i>Minimum</i>	<i>Maximum</i>
Undergraduates - All	15 units	12 units	6 units	6 units	18 units
Graduates – other than MDiv	9 units	9 units	4.5 units	6 units	12 units
Graduates – MDiv	12 units	9 units	4.5 units	6 units	12 units



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## I AM ON AN F-1 VISA – HOW MANY CLASSES DO I HAVE TO TAKE TO MAINTAIN STATUS?

Fall and Spring enrollment: check the chart above. Students on an F-1 visa must maintain at least full-time enrollment every fall and spring term.

NOTE REGARDING ONLINE CLASSES for F-1 visa holders: You may take only one online class as part of your minimum full-time requirement. Courses taken over the minimum for full-time enrollment may be online or on campus.

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## CAL GRANT RECIPIENTS

Under the California Law AB 2248 Sec. 69432.95, University of the West is required to provide you the following information:

- (1) A Cal Grant award is limited to four academic years, except as provided in subdivision (c) of Section 69433.6.
- (2) An undergraduate student needs to take 15 units per semester or 30 semester units per academic year, in order to graduate within four years.

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## DO I REALLY NEED TO COMPLETE {WRITING 1 or 2, MATH, CS, 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. These classes are prerequisites for courses in your major. Delaying the completion of these classes will delay your graduation.

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## FALL SEMESTER ISN'T OVER – HOW CAN I CHOOSE CLASSES FOR SPRING?

Good question! Just assume that you will successfully complete your current classes. After you register, you have until Friday, January 28 to adjust your schedule.

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## I DON'T MEET THE PREREQUISITES FOR A COURSE I WANT/NEED TO TAKE.

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 email 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.

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## WHAT IF I DON'T REGISTER BY NOVEMBER 29?

You will pay a \$50 late registration fee when you do register. Students who still have not registered by the tuition payment deadline, January 13, 2022, 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.

If you are approved for late registration or are successfully reinstated, you will be charged both the \$50 late registration fee and the \$100 late payment if applicable.

F-1 Students: Failure to register for both fall and spring semester each year will result in the termination of your Form I-20.

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## I MISSED THE DEADLINES TO REGISTER. CAN I STILL ATTEND THIS SPRING?

Yes, with permission from both the Chief Student Affairs Officer and the Chief Academic Officer. If you have 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!

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## DO I NEED TO PAY WHEN I REGISTER FOR CLASSES?

We encourage you to pay or make payment arrangements 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, January 13**. You must make any required payment or arrangements **NO LATER THAN 4:30 pm on January 13** to avoid a late payment fee.



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## WHAT ABOUT MY AID, SCHOLARSHIP, GRANT, LOAN FOR SPRING?

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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 to answer all of your questions!

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## HOW ABOUT MY BOOKS?

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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 information has not been submitted by your instructor. Check back for updates.

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## CAN I CHANGE MY SCHEDULE AFTER I REGISTER

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Yes! You may adjust your schedule through January 28, 2022, the add/drop deadline. Fill out a Registration/Add-Drop form, have it signed by your Academic Advisor (undergrads) or Program Advisor (grad students), then submit the form to the Registrar's office in person or via email the form to Registrar@uwest.edu 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, January 21 to avoid paying partial tuition for the dropped units. Note: Fees are not adjusted after tuition payment deadline.

NOTE: students who request refunds should be aware that they will be charged a \$20 processing fee.

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## I HAVE FINISHED ALL COURSE WORK AND AM WORKING ON MY DISSERTATION/THESIS. DO I NEED TO REGISTER FOR SPRING?

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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. *Warning:* Failure to maintain continuous enrollment may result in the loss of your candidacy status. When you register, 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 and eligibility requirements when registered for continuous enrollment even though you will be taking only 1 to 3 units. EXCEPTION: IBEF recipients must register for at least 3 units during continuous enrollment to maintain eligibility.

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## I AM GRADUATING IN SPRING – IS THERE ANYTHING SPECIAL I NEED TO DO?

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Yes, there is! Complete a Petition to Graduate (PTG (degree) or PCC (certificate) form when registering for your final term. If you register via the student portal, submit your petition before registration closes.:

1. Fill out the PTG or PCC and email to your Department Chair to confirm that you are graduating.
2. Chair will email the approved form to the Registrar.
3. Registrar will confirm and notify the Accounting office to charge the Graduation (required) and Commencement (optional) fees to your account.

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

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## I AM THINKING ABOUT TAKING THE SPRING SEMESTER OFF. IS THIS A PROBLEM?

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The spring 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, loans, grants, and scholarships. At a minimum, taking time off will delay your time to graduation.

Unless absolutely unavoidable, restrict time off to the optional summer term. If you do need to take the spring semester off, submit an approved Leave of Absence/Withdrawal form to the Registrar's office when the fall 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 time off other than summer, you must first meet with the International Student Advisor to see if an exception is warranted.



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## WHAT IF I MISS THE FIRST WEEK OR TWO OF THE SPRING TERM?

If you register for a course, but do not attend the first class session without prior approval from the instructor, you may be removed from that course roster. The change in units may affect your aid or scholarship eligibility and the amount of aid you can receive. If you are studying on an F-1 visa and this drops you below full time, you may lose your status.

- If you add the class after the first class session has met, you must attend the next scheduled session.
- If you are dropped, you may petition for reinstatement, but reinstatement is not guaranteed.

PLEASE BE AWARE: This does not mean that you can drop a class just by not attending. If your instructor does not notify the Registrar to remove you from the roster, you will remain on the roster and are responsible for full tuition. Be sure to submit the necessary paperwork to ensure your schedule is exactly as you want it – and to avoid paying for a class you don't want to take!

ANY QUESTIONS? Contact the Registrar at [JeanetteA@uwest.edu](mailto:JeanetteA@uwest.edu).

## I AM IN THE INTENSIVE ENGLISH PROGRAM THIS TERM – WHEN DO I REGISTER?

You will register during the last week of the fall semester, December 7 - 10. Instructions will be sent in December.

## REGISTRATION CONTACTS

Office	Name	Email	Office
Financial Aid		<a href="mailto:FinancialAid@uwest.edu">FinancialAid@uwest.edu</a>	AD 116
	Lezli Fang, <i>FA Director</i>	<a href="mailto:LezliYF@uwest.edu">LezliYF@uwest.edu</a>	
	Yanela Morgan, <i>FA Officer</i>	<a href="mailto:YanelaM@uwest.edu">YanelaM@uwest.edu</a>	
International Student Services	Muge Meisenholder, <i>DSO</i>	<a href="mailto:MugeM@uwest.edu">MugeM@uwest.edu</a>	AD 103
Registrar's Office		<a href="mailto:Registrar@uwest.edu">Registrar@uwest.edu</a>	AD 102
	Jeanette Anderson, <i>Registrar</i>	<a href="mailto:JeanetteA@uwest.edu">JeanetteA@uwest.edu</a>	
	Lorena Gonzalez, <i>Asst. Registrar</i>	<a href="mailto:LorenaG@uwest.edu">LorenaG@uwest.edu</a>	
Student Accounts	Linda Tran, <i>Accounting</i>	<a href="mailto:LindaT@uwest.edu">LindaT@uwest.edu</a>	AD 140

## UNDERGRADUATE PROGRAMS

Department	Name	Email	Office
Academic Advisor, all programs	Rickey Jones, <i>Advisor</i>	<a href="mailto:RickeyJ@uwest.edu">RickeyJ@uwest.edu</a>	AD 135
DEPARTMENT CHAIRS			
Business Administration	Bill Chen, <i>Chair</i>	<a href="mailto:BillChen@uwest.edu">BillChen@uwest.edu</a>	ED 200
English & Exchange	Jennifer Avila, <i>Chair</i>	<a href="mailto:JenniferA@uwest.edu">JenniferA@uwest.edu</a>	ED 334
	Jonathan Berk, <i>ELI Director</i>	<a href="mailto:JonathanB@uwest.edu">JonathanB@uwest.edu</a>	ED 304
Liberal Arts/General Education	Kanae Omura, <i>Chair</i>	<a href="mailto:KanaeO@uwest.edu">KanaeO@uwest.edu</a>	ED 315
Psychology	Elizabeth Burke, <i>Chair</i>	<a href="mailto:ElizabethB@uwest.edu">ElizabethB@uwest.edu</a>	ED 344

## GRADUATE PROGRAMS

Department	Name	Email	Office
Buddhist Chaplaincy/Ministry	Jitsujo Gauthier, <i>Chair</i>	<a href="mailto:JitsujoG@uwest.edu">JitsujoG@uwest.edu</a>	ED 308
Business Administration	Bill Chen, <i>Chair</i>	<a href="mailto:BillChen@uwest.edu">BillChen@uwest.edu</a>	ED 200
Psychology	Elizabeth Burke, <i>Chair</i>	<a href="mailto:ElizabethB@uwest.edu">ElizabethB@uwest.edu</a>	ED 344
Religious Studies	Miroj Shakya, <i>Chair</i>	<a href="mailto:MirojS@uwest.edu">MirojS@uwest.edu</a>	ED 304

# UNIVERSITY OF THE WEST