



SUMMER / FALL 2022 REGISTRATION DEGREE PROGRAM FAQ

FALL 2022 Term: August 22 – December 11, 2022

FALL 2022 REGISTRATION CALENDAR

Registration Opens April 1

Registration Closes May 1

LATE REGISTRATION 5/2 – 9/2/2022

\$50 late registration fee in effect

Tuition Payment Deadline 4:30 pm, Thursday, 8/18/2022

\$100 late payment fee charged after this date

Add/Drop Deadline Full Tuition Refund 5 pm, 8/26/2022

Partial Tuition Refund 5 pm, 9/2/2022

OPTIONAL - SUMMER 2022 REGISTRATION

YOU MAY REGISTER FOR SUMMER CLASSES WHEN REGISTERING FOR FALL SEMESTER

Summer 2022: June 6 – August 7, 2022

Registration Opens April 1

Registration Closes June 11

Tuition Payment Deadline 4:30 pm, Thursday, 6/2/2022

\$100 late payment fee charged after this date

Add/Drop Deadline Full Tuition Refund 5 pm, 6/11/2022



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REGISTRATION PROCESS

1. **CHOOSE** your classes and enter them on Registration Form
2. **SUBMIT** registration form to your advisor (advisor email list follows FAQ)
3. **DISCUSS** your options and your progress with your advisor in person or remotely via phone, email, facetime, etc.
 - Your Advisor will forward your approved registration form to the Registrar's Office for schedule entry.
 - Registrar's office will notify you by email when your registration is complete.
4. **VERIFY** your schedule is correct by checking the Student Portal.

HOW DO I CHOOSE MY CLASSES? Undergraduate Students

1. Review the schedule and make your tentative selections. Program requirements are outlined in the catalog.
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.

HOW DO I CHOOSE MY CLASSES? Graduate Students

1. Review the schedule and make your tentative selections. Program requirements are outlined in the catalog.
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.

CAN I REGISTER ONLINE?

Yes, you can! Once your advisor has approved your schedule you may enter it 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 through the Registrar's Office.

Warning: Online registration is only open to students while registration is open. Students registering during late registration must email their approved registration forms to Registrar@uwest.edu.



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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-unit requirement for a UWest bachelor's degree.
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. Your advisor must approve units over the maximum listed here.

| | <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 |

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

Students on an F-1 visa must maintain at least full-time enrollment every fall and spring term, with the following exceptions:

- You are entering your final term and have fewer units than full time remaining (reduced enrollment form required)
- You are a doctoral student, have completed all coursework but have not yet advanced to candidacy, and are taking QE or proposal preparation coursework (reduced enrollment form required)
- You are a doctoral student in candidacy status and taking continuous enrollment (1 to 4.5 units)

Full time: Graduate students = 9 units; Undergraduate students = 12 units; IEP students = 20 hours

Summer is an optional term and you may take one class, two classes, or no classes. It is up to you.

Special ONLINE/REMOTE rule for F-1 visa holders: you may take only one online class to fulfill the full-time requirement. Once you reach full-time status, you do have the option to take additional online/remote courses.

Tip: Hybrid courses that have a mandatory on-campus component are counted as on campus.

CAL GRANT RECIPIENTS

Under California Law AB 2248 Sec. 69432.95, UWest 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.

DO I REALLY NEED TO COMPLETE {WRITING, MATH, CS, SPEECH} THIS TERM?

Undergraduates, completion of the general education core competencies during your first year is REQUIRED. Select your classes accordingly.

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 have until Friday, September 2 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.

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

Yes! 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 by your Department Chair or Program Advisor to confirm that you are graduating. Graduate students – be sure that you submit your degree check along with the petition to graduate.

Once that form is submitted, work hard and get those classes done. We're looking forward to having you cross the stage at Commencement in May 2023!

F-1 Students: If you need fewer than full time units to graduate, be sure to submit a Reduced Enrollment form to the International Student Advisor when you register. If you do not do so, you will be out of status.

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

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.

Your department wants to keep in touch with you. Be sure to have your continuous enrollment registration approved by your program advisor or chair. 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/eligibility requirements when registered for research/continuous enrollment even though you will be taking only 1 to 4.5 units. Note: Scholarship recipients may have a minimum enrollment requirement while you are on continuous enrollment. Check with Financial Aid if you are not sure how many units you must take to meet your scholarship requirements.

WHAT IF I DON'T REGISTER BY MAY 1?

You may still register during late registration, but you will be charged a \$50 late registration fee.

Students who do not register by the tuition payment deadline, August 18, 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 fall semester will result in the termination of your Form I-20.

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

Yes, with permission from the Chief Academic Officer, Chief Student Services Officer, and your chair. If you have been dropped from your program you will need to petition for reinstatement too. You will also be charged the \$50 late registration fee as well as the \$100 late payment fee, if applicable.

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 made as soon as you are registered for classes. If you wish to wait until the last possible minute, be careful to meet the Tuition Payment Deadline: 4:30 pm, **THURSDAY, August 18**. You must make any required payment or arrangements **NO LATER THAN 4:30 pm August 18** to avoid a late payment fee.

Once you register, you are responsible for the tuition of all courses scheduled. If you plan to change your schedule, do so formally to be sure you are not charged for a course that you did not plan to take. Pay close attention to drop and refund deadlines.

NOTE: students who request refunds should be aware that they will be charged a \$20 processing 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 to answer your questions about all types of aid, including scholarships!

HOW ABOUT TEXTBOOKS?

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 or email your instructor.

CAN I CHANGE MY SCHEDULE AFTER I REGISTER?

You may adjust your schedule through September 2, 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 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 submit add/drop paperwork **NO LATER THAN Friday, August 26** to avoid paying partial tuition for the dropped course.

I AM THINKING ABOUT TAKING THE FALL 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 time to degree as well as your loans, grants, and scholarships.

Unless absolutely unavoidable, it is wise to restrict time off to the optional summer term. If you do need to take the fall 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.

F-1 Students: You are required to maintain full-time enrollment every fall and spring semester. If you are considering taking time off other than summer, you must first meet with the International Student Advisor.

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

If you register for a course, but do not attend that class on or before the add/drop deadline 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 F-1 status.

- If you add a class after the first class session has already met, be sure to 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 request that we remove you from the roster, you remain enrolled in the course and are responsible for full tuition and assignments. 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.

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

You will register during the last week of the spring semester, May 9 - 13. Instructions will be sent in May.



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REGISTRATION CONTACTS

| <i>Office</i> | <i>Name</i> | <i>Email</i> | <i>Office</i> |
|--------------------------------|---|--|---------------|
| Financial Aid | | FinancialAid@uwest.edu | AD 116 |
| | Lezli Fang, <i>FA Director</i> | LezliYF@uwest.edu | |
| | Yanela Morgan, <i>FA Officer</i> | YanelaM@uwest.edu | |
| International Student Services | Muge Meisenholder, <i>DSO</i> | MugeM@uwest.edu | AD 103 |
| Registrar's Office | | Registrar@uwest.edu | AD 102 |
| | Jeanette Anderson, <i>Registrar</i> | JeanetteA@uwest.edu | |
| | Lorena Gonzalez, <i>Asst. Registrar</i> | LorenaG@uwest.edu | |
| Student Accounts | Jenny Bui, <i>Accounting</i> | JennyB@uwest.edu | AD 140 |

UNDERGRADUATE PROGRAMS

| <i>Department</i> | <i>Name</i> | <i>Email</i> | <i>Office</i> |
|--------------------------------|--------------|--|---------------|
| Academic Advisor, all programs | Rickey Jones | RickeyJ@uwest.edu | AD 109 |

DEPARTMENT CHAIRS

| | | | |
|--------------------------------|-----------------|--|--------|
| Business Administration | Bill Chen | BillChen@uwest.edu | ED 200 |
| English & Exchange | Jennifer Avila | JenniferA@uwest.edu | ED 330 |
| English Language Institute | Jonathan Berk | JonathanB@uwest.edu | ED 304 |
| Liberal Arts/General Education | Kanae Omura | KanaeO@uwest.edu | ED 314 |
| Psychology | Elizabeth Burke | ElizabethB@uwest.edu | ED 344 |

GRADUATE PROGRAMS

| <i>Department</i> | <i>Department Chair</i> | <i>Email</i> | <i>Office</i> |
|------------------------------|-------------------------|--|---------------|
| Buddhist Chaplaincy/Ministry | Jitsujo Gauthier | JitsujoG@uwest.edu | ED 308 |
| Business Administration | Bill Chen | BillChen@uwest.edu | ED 200 |
| Psychology | Elizabeth Burke | ElizabethB@uwest.edu | ED 344 |
| Religious Studies | Miroj Shakya | MirojS@uwest.edu | ED 348 |

ADMINISTRATION

| | | <i>Email</i> | <i>Office</i> |
|--------------------------------|---------------------|--|---------------|
| Chief Academic Officer | Dr. Jane N. Iwamura | Janel@uwest.edu | AD 203 |
| Chief Student Services Officer | Vanessa Karam | VanessaK@uwest.edu | AD 221 |