

SPRING 2023 REGISTRATION DEGREE PROGRAM FAQ

SPRING 2023 Term: **January 24 – May 21, 2023**

SPRING 2023 REGISTRATION CALENDAR

Registration Opens	October 31
Registration Closes	November 28
<i>LATE REGISTRATION</i>	<i>11/29/22 – 2/3/23</i>
	<i>\$50 late registration fee in effect</i>

Tuition Payment Deadline	4:30 pm, Thursday, 1/19/2023
	<i>\$100 late payment fee charged after this date</i>

Add/Drop Deadline	Tuition & Fees Reversed	5 pm, 1/20/23
	Tuition Refunded	5 pm, 1/27/23
	Partial Tuition Refund	5 pm, 2/3/23

REGISTRATION PROCESS

1. **CHOOSE** your classes
2. **DISCUSS** your options and your progress with your advisor in person or remotely via phone, email, facetime, etc.
3. **SUBMIT** electronic registration form. **LINK:** [REGISTRATION | Add & Drop](#)
4. Registrar's office will notify you by email when your registration is complete
5. **VERIFY** your schedule is correct by checking the Student Portal

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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, Jesse Marinero** at UG_Advising@uwest.edu 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 prerequisites you have not yet completed or if there is a hold on your record, you will need to register using the electronic registration form.

Warning: Online registration is only open to students while registration is open. It is not available once late registration begins.

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) (reduced enrollment form is **NOT** required)

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.

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

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 may adjust your schedule until 5 pm, Friday, February 3.

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, include the course on your electronic registration form. In some cases, 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 SPRING – IS THERE ANYTHING SPECIAL I NEED TO DO?

Yes! Submit Graduation Petition when registering when registering for your final term. If you register via the student portal, submit your petition before registration closes. Graduate students – contact your advisor to request a degree check. LINK: [Graduation Petition](#)

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 in your last term in order to graduate, submit a Reduced Enrollment form 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 SPRING?

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 specific scholarship requirements.

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WHAT IF I DON'T REGISTER BY NOVEMBER 28?

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, January 19, 2023, will be considered to have voluntarily withdrawn from UWest. This will affect scholarships and aid, and if you didn't actually plan to take time off, petitioning for reinstatement will create extra paperwork for you.

If you are approved for late registration and/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 spring semester will result in the termination of your Form I-20.

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

With permission from the Chief Academic Officer, Chief Student Services Officer, and your chair you may be allowed to register after the first day of the term. If you have been dropped from your program you will need to petition for reinstatement before registering. You will be charged the \$50 late registration fee as well as the \$100 late payment fee, if applicable.

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, January 19**. You must make any required payment or arrangements **NO LATER THAN 4:30 pm January 19** 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 SPRING?

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 February 3, the add/drop deadline. Submit a Registration/Add-Drop form for approval. Once approved, it will be processed by the Registrar's Office.

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, January 27 to avoid paying partial tuition for the dropped course.

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

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 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 spring semester off, submit a Leave of Absence/Withdrawal form once the fall semester ends. It will be processed as soon as fall 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.

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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, be sure to attend the next session to avoid being dropped.
- 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 course assignments, even if you never attended. 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 fall semester, December 5 - 9.

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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	Janira Cordova, <i>DSO</i>	JaniraC@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

ADVISORS | CHAIRS

<i>Department</i>	<i>Name</i>	<i>Email</i>	<i>Office</i>
Undergraduate Advisor, all programs	Jesse Marinero	UG_Advising@uwest.edu	AD 109
Buddhist Chaplaincy/Ministry	Victor Gabriel	VictorG@uwest.edu	ED 312
Business Administration	Bill Chen	BillChen@uwest.edu	ED 200
Exchange	Kanae Omura	KanaeO@uwest.edu	ED 314
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
Religious Studies	Miroj Shakya	MirojS@uwest.edu	ED 348

ADMINISTRATION

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