

Registration Schedule

Classification is determined by the total hours completed at the time of registration. Credit hours for Fall Semester 2013 courses are not included.

Hours Completed	Classification	Registration Period
91+ hrs	Seniors	October 22-23
61-90 hrs	Juniors	October 24-25
31-60 hrs	Sophomores and 2nd Yr. Freshmen	October 29-31
1-30 hrs	First Yr. Freshmen	November 12-14

Online registration will close at 8:00 a.m. on Monday, November 4th so freshman schedules can be prepared. No registration changes will be made while the freshman scheduling process is being completed. Online registration will re-open on Monday, November 11.

**Online registration for
all students ends on
Monday, January 13 at 5:00 pm**

Registration Steps

First Year Freshmen

- A tentative schedule will be prepared for you by the Office of the Registrar. You will receive an email when it is ready to be viewed through CedarInfo.
- View your class registration date and time in CedarInfo under "Academic Transactions."
- Meet with your advisor to discuss your schedule.
- Use your registration code (available from your advisor) to make changes to your class schedule through CedarInfo during your assigned registration period.
- Under "Academic Transactions" verify that your schedule is accurate through "Your class schedule, advisor, library id."

Upperclassmen

- View your class registration date and time in CedarInfo under "Academic Transactions."
- Meet with your advisor to discuss your schedule.
- Use your registration code (available from your advisor) to make changes to your class schedule through CedarInfo during your assigned registration period.
- Under "Academic Transactions" verify that your schedule is accurate through "Your class schedule, advisor, library id."

Key Registration Information

You must come to the Office of the Registrar in SSC-132 to obtain a form to register for:

- Classes that are full
- Classes with overlapping meeting times
- Classes that require instructor approval
- Course overloads
- Non-Traditional Courses

A minimum of 12 credit hours is required for full-time status; an average course load is 16 credit hours. Block tuition covers 12-17 credit hours.

Waitlisting

- If a class for which you wish to register is closed, the online registration process allows you to request to be placed on a waitlist for the course.
- Adding your name to the waitlist does not guarantee that you will get the course. It is advisable to register for an alternative course while you wait.
- The Office of the Registrar will contact waitlisted students if space becomes available in a course and assist them in adding the course to their schedules.

SPRING SEMESTER 2014 (Continued)

Financial Information

You may view your student account balance and current invoice on CedarInfo under Financial Transactions.

Your first payment is due on January 4, 2014. Accounts paid after this time are considered late and are subject to a \$25 late payment penalty

Payment Methods:

- Check: Make your check payable to Cedarville University. Please write your ID# on your check.
- Credit Card: Most major credit cards are accepted with a 2.5% fee.
- Guaranteed Student Loan Check: Please see a cashier.

Deferred/Monthly Payment Due Dates:
January 4, February 1, March 1, April 1

Cashier's Office - Stevens Student Center 130

Drop/Add Schedule

No tuition refund is applicable for block tuition students who remain within the block of 12-17 credits; for other students who qualify, tuition refunds will be credited according to the following schedule.

Dates	Transcript Will Show	Refund (Outside of Block)
Jan. 7-17	No Record	100%
Jan. 20-24	W	75%
<i>A \$50.00 late registration fee will be charged to add a class after January 24</i>		
Jan. 27-31	W	50%
Feb. 3-7	W	25%
Feb. 10 - Mar. 21	W	0%
Mar. 24 - Apr. 4	WP/WF	0%
Apr. 7 - May 2	No drops permitted	

Last day to register online: January 13

Last day to drop a class: April 4

Final Exam Schedule

Final exams for Spring Semester 2014 will be held in the regular classrooms where the classes meet during the semester. Classes which meet at times other than listed below will have their exams on Thursday at 3:30-5:30 p.m. or another time as designated by the instructor.

Class Time	Exam Date	Exam Time
MWF, M-R, M-F		
8:00 a.m.	Friday, May 2	8:00 - 10:00 a.m.
9:00 a.m.	Wednesday, Apr. 30	8:00 - 10:00 a.m.
11:00 a.m.	Friday, May 2	10:30 a.m. - 12:30 p.m.
12:00 p.m.	Wednesday, Apr. 30	10:30 a.m. - 12:30 p.m.
1:00 p.m.	Wednesday, Apr. 30	1:00 - 3:00 p.m.
2:00 p.m.	Tuesday, Apr. 29	1:00 - 3:00 p.m.
3:00 p.m.	Wednesday, Apr. 30	3:30 - 5:30 p.m.
4:00 p.m.	Friday, May 2	3:30 - 5:30 p.m.
TR		
8:00 or 8:30 a.m.	Thursday, May 1	8:00 - 10:00 a.m.
9:00 a.m.	Tuesday, Apr. 29	8:00 - 10:00 a.m.
11:00 a.m.	Tuesday, Apr. 29	10:30 a.m. - 12:30 p.m.
12:00 or 12:30 p.m.	Thursday, May 1	10:30 a.m. - 12:30 p.m.
1:00 p.m.	Thursday, May 1	1:00 - 3:00 p.m.
2:00 p.m.	Tuesday, Apr. 29	3:30 - 5:30 p.m.
3:00 or 3:30 p.m.	Thursday, May 1	3:30 - 5:30 p.m.

Your financial aid is reflected on your current invoice. If you have any questions, please stop by the Financial Aid Office in Stevens Student Center 190, or contact the office via email.