

Registration Schedule

Classification is determined by the total hours completed at the time of registration. Credit hours for Fall Semester 2015 courses are not included.

Hours Completed	Classification	Registration Period
91+ hrs	Seniors	October 20-21
61-90 hrs	Juniors	October 22-23
31-60 hrs	Sophomores and 2nd Yr. Freshmen	October 27-29
1-30 hrs	First Yr. Freshmen	November 10-12

Online registration will close at 8:00 a.m. on Monday, November 2nd 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 9.

**Online
registration for
all students ends on
Friday, January 15
at 5:00 pm**

Registration Information and Guidelines

Registration through Student Planning is now available to all students!

Who must use this program?

- Undergraduate students following the 2013, 2014, and 2015 catalogs
- Graduate students

May I still register through CedarInfo?

- Students following catalogs before 2013 may choose to use the CedarInfo registration process to register.
- A registration code (available from your advisor) is still required to register via CedarInfo.
- To register, click on "Class registration – undergraduate" in CedarInfo under "Academic Transactions."

How do I access Student Planning?

- Click on "Student Planning" from the Academic Transactions menu in CedarInfo (or)
- Use the following link: www.cedarville.edu/studentplanning

How do I register for online courses?

- Instructions for registration for online courses are available on the "Course Schedules" webpage

Waitlisting

- If a class you want is closed, you may choose to place your name on a waitlist for the course.
- Adding your name to a waitlist does not guarantee that you will get the course
- The office of the registrar will contact waitlisted students if space becomes available in a course and assist them in adding the course.

Registration Steps

Course Schedule

Course information for Spring Semester 2016 is available on the Course Schedules web page located under the "Quick Links" menu on both the current student and faculty and staff homepages.

Financial Responsibility Agreement

All students must complete the financial responsibility agreement process in CedarInfo before they are eligible to register for Spring Semester 2016. Click on "Financial Responsibility Agreement" under Financial Transactions.

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.
- Verify that your schedule is accurate through CedarInfo under "Academic Transactions." Click on "View your class schedule, advisor, library ID."

Upperclassmen and Graduate Students

- Confirm your registration date and time through in CedarInfo under "Academic Transactions." Click on "Class registration date and time."
- Create your schedule plan in Student Planning
- Meet with your advisor to discuss your schedule.
- Activate your schedule in Student Planning
- Verify that your schedule is accurate through CedarInfo under "Academic Transactions." Click on "View your class schedule, advisor, library ID."

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

- Classes that are filled
- Classes with overlapping meeting times
- Classes that required instructor approval
- Course overloads
- Non-traditional courses

SPRING SEMESTER 2016 (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 5, 2016. 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 5, February 1, March 1, April 1

*plus interest @1.083% monthly

Cashier's Office - Stevens Student Center 130

Final Exam Schedule

Final exams for Spring Semester 2016 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 6	8:00 - 10:00 a.m.
9:00 a.m.	Wednesday, May 4	8:00 - 10:00 a.m.
11:00 a.m.	Friday, May 6	10:30 a.m. - 12:30 p.m.
12:00 p.m.	Wednesday, May 4	10:30 a.m. - 12:30 p.m.
1:00 p.m.	Wednesday, May 4	1:00 - 3:00 p.m.
2:00 p.m.	Tuesday, May 3	1:00 - 3:00 p.m.
3:00 p.m.	Wednesday, May 4	3:30 - 5:30 p.m.
4:00 p.m.	Friday, May 6	3:30 - 5:30 p.m.
TR		
8:00 or 8:30 a.m.	Thursday, May 5	8:00 - 10:00 a.m.
9:00 a.m.	Tuesday, May 3	8:00 - 10:00 a.m.
11:00 a.m.	Tuesday, May 3	10:30 a.m. - 12:30 p.m.
12:00 or 12:30 p.m.	Thursday, May 5	10:30 a.m. - 12:30 p.m.
1:00 p.m.	Thursday, May 5	1:00 - 3:00 p.m.
2:00 p.m.	Tuesday, May 3	3:30 - 5:30 p.m.
3:00 or 3:30 p.m.	Thursday, May 5	3:30 - 5:30 p.m.

Drop/Add Schedule - 15 week courses

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 for 15 week courses will be credited according to the following schedule.

Dates	Transcript Will Show	Refund (Outside of Block)
January 12-15	No Record	100%
January 18-22	No Record	75%
A \$50.00 late registration fee will be charged to add a class after January 22		
January 25 - March 25	W	0%
March 28 - April 8	WP/WF	0%
April 11 - May 6	No drops permitted	

Last day to register online: January 15

Last day to drop a class: April 8

Prorated tuition refunds will be applicable for 8-week and 12-week courses.

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.