

## Registration Schedule

Classification is determined by the total hours completed at the time of registration. Credit hours for Fall Semester 2019 courses are not included.

| Hours Completed  | Classification                         | Registration Period    |
|------------------|--|------------------------|
|                  | <b>Advanced/Priority</b>               | <b>October 21-22</b>   |
| <b>91+ hrs</b>   | <b>Seniors</b>                         | <b>October 23-24</b>   |
| <b>61-90 hrs</b> | <b>Juniors</b>                         | <b>October 28-29</b>   |
| <b>31-60 hrs</b> | <b>Sophomores and 2nd Yr. Freshmen</b> | <b>Oct. 30- Nov. 1</b> |
| <b>1-30 hrs</b>  | <b>First Yr. Freshmen</b>              | <b>November 12-14</b>  |

Online registration will close on Monday, November 4 at 8:00 a.m. 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 Tuesday, November 12.

## Registration Guidelines

### 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 Student Planning.
- View your class registration date and time in Student Planning.
- Meet with your advisor to discuss your schedule. Make desired changes through Student Planning after your registration time opens.
- 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 Student Planning.
- Create your schedule plan in Student Planning
- Meet with your advisor to discuss your schedule and select course sections.
- Activate your schedule in Student Planning after your registration time opens.
- Verify that your schedule is accurate through CedarInfo under "Academic Transactions." Click on "View your class schedule, advisor, library ID."

## Registration Steps

### Financial Responsibility Agreement

- All students must complete the financial responsibility agreement process in CedarInfo before they are eligible to register for Spring Semester 2020.
- Click on "Financial Responsibility Agreement" under Financial Transactions to complete this process.

### Where do I find course information for Spring Semester?

- Click on the desired course schedule (graduate or undergraduate) from the "**Resources**" menu from either the current student or faculty and staff homepage.
- Follow the links provided to the Spring Semester course schedule.

### How do I register for regular classes?

- All undergraduate and graduate students use the **Self Service Student Planning** program to register for traditional classes.
- Instructions for using Self Service Student Planning are provided through the "**Resources**" menu to the selected course schedule; *Click on Registration Information & Instructions.*

### How do I access Self Service Student Planning?

- Click on "**Self Service Student Planning**" from the Academic Transactions menu in CedarInfo (or)
- Use the following link:  
<https://selfservice.cedarville.edu/student>

### How do I register for online courses?

- Complete an electronic Request for Online Course form through the link provided in CedarInfo under "Academic Transactions" or on the "Course Schedule" webpage.
- Request for online courses are evaluated individually by the dean of undergraduate studies.
- Approved requests will be processed by the Office of the Registrar.

### 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 require instructor approval
- Course overloads
- Non-traditional courses (Independent Studies, Internships, etc)

Online registration ends  
for all students on  
Friday, January 10 at 5:00 pm

## SPRING SEMESTER 2020 (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, 2020. 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.
- Electronic Payment: Go to [www.cedarville.edu/cedarinfo](http://www.cedarville.edu/cedarinfo). Click on 'Self-Service Student Finance-Make a Payment'.

Deferred/Monthly Payment\* Due Dates:

January 4, \*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 2020 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               |
|----------------------|---------------------|-------------------------|
| <b>MWF, M-R, M-F</b> |                     |                         |
| 8:00 a.m.            | Friday, May 1       | 8:00 - 10:00 a.m.       |
| 9:00 a.m.            | Wednesday, April 29 | 8:00 - 10:00 a.m.       |
| 11:00 a.m.           | Friday, May 1       | 10:30 a.m. - 12:30 p.m. |
| 12:00 p.m.           | Wednesday, April 29 | 10:30 a.m. - 12:30 p.m. |
| 1:00 p.m.            | Wednesday, April 29 | 1:00 - 3:00 p.m.        |
| 2:00 p.m.            | Tuesday, April 28   | 1:00 - 3:00 p.m.        |
| 3:00 p.m.            | Wednesday, April 29 | 3:30 - 5:30 p.m.        |
| 4:00 p.m.            | Friday, May 1       | 3:30 - 5:30 p.m.        |
| <b>TR</b>            |                     |                         |
| 8:00 or 8:30 a.m.    | Thursday, April 30  | 8:00 - 10:00 a.m.       |
| 9:00 a.m.            | Tuesday, April 28   | 8:00 - 10:00 a.m.       |
| 11:00 a.m.           | Tuesday, April 28   | 10:30 a.m. - 12:30 p.m. |
| 12:00 or 12:30 p.m.  | Thursday, April 30  | 10:30 a.m. - 12:30 p.m. |
| 1:00 p.m.            | Thursday, April 30  | 1:00 - 3:00 p.m.        |
| 2:00 p.m.            | Tuesday, April 28   | 3:30 - 5:30 p.m.        |
| 3:00 or 3:30 p.m.    | Thursday, April 30  | 3:30 - 5:30 p.m.        |

### Drop/Add and Refund Schedule

No tuition refund is applicable for undergraduate students who remain within the block of 12-17 credits; for other students who qualify, tuition refunds for 16 week courses will be credited according to the following schedule.

| Dates         | Transcript Will Show | Refund<br>(Outside of Block) |
|---------------|----------------------|------------------------------|
| January 7-10  | No Record            | 100%                         |
| January 13-17 | No Record            | 75%                          |

***A \$50.00 late registration fee will be charged to add a class after January 17***

|                       |                    |    |
|-----------------------|--------------------|----|
| January 20 - March 20 | W                  | 0% |
| March 23 - April 3    | WP/WF              | 0% |
| April 6 - May 1       | No drops permitted |    |

**Last day to register online: January 10**

**Last day to drop a class: April 3**

**Adjusted drop/add & refund dates are applicable for courses that are less than 16 weeks.**

**Please review the drop/add schedule at**

**<http://www.cedarville.edu/Offices/Registrar/Undergraduate/Drop-Add-Spring.aspx>**

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.