

## Registration Steps

All current students who plan to continue for Fall Semester 2022 should register for classes before leaving campus at the end of Spring Semester.

### **Undergraduate and Graduate Students**

- Confirm your registration date and time through myCU/Student Planning.
- Create your schedule plan in myCU/Student Planning.
- Meet with your advisor to discuss your schedule.
- Activate your schedule in myCU/Student Planning.
- Verify that your schedule is accurate through your myCU/Student Planning account.

All students, including freshmen, should work with their advisors to develop their class schedules for Fall Semester. Currently enrolled freshmen will not receive pre-generated schedules for this registration cycle.

Course Information for Fall Semester 2022 is available through myCU. Search on View Undergraduate Course Schedules.

## Registration Schedule

Classification is determined by the total hours completed at the time of registration. Credit hours for Spring Semester 2022 courses are not included.

Hours Completed	Classification	Registration Period
	<b>Priority Registration</b>	<b>March 21-22</b>
<b>91+ hrs</b>	<b>Seniors</b>	<b>March 23-24</b>
<b>61-90 hrs</b>	<b>Juniors</b>	<b>March 25-28</b>
<b>31-60 hrs.</b>	<b>Sophomores</b>	<b>March 29-30</b>
<b>1-30 hrs</b>	<b>Freshmen</b>	<b>March 31-April 1</b>

## Registration Guidelines

### **Financial Responsibility Agreement**

All students must complete the financial responsibility agreement process in their myCU account before they are eligible to register for Fall Semester 2022. In myCU, search for "Financial Responsibility Agreement."

### **Need an online course?**

- Login to myCU and search "Request Online Course" in the search bar **OR**
- Click the link to Fall 2022 Registration for Online Courses from the "Course Schedules" webpage.
- Complete and submit the electronic form to initiate the request process.

**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 schedule overloads
- Non-traditional course

## Financial Information

You may view your student account balance and current invoice through myCU. Search "View Student Account."

Your first payment is due on August 5, 2022. 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 myCU.cedarville.edu. Search for View Student Account/Pay Bill.

### Deferred/4-Month Payment Plan\* Due Dates:

August 5, \*September 1, \*October 1, \*November 1

\*plus simple interest @ 5% annual

Cashier's Office - Stevens Student Center 130

## Drop/Add Schedule for 16-week courses

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

Dates	Transcript Will Show	Refund (Outside of Block)
Aug. 24-26	No Record	100%
Aug. 29 – Sept 2	No Record	75%

**A \$50.00 late registration fee will be charged to add a class after September 2**

Sept. 5 – Oct. 28	W	0%
Oct. 31 – Nov. 11	WP/WF	0%
Nov. 14 – Dec. 16	No drops permitted	

**Last day to register online: August 26**

**Last day to drop a class: November 11**

**The 100% refund period is shorter than indicated above for courses that are less than 16 weeks.**

**The complete drop/add schedule is available at <http://www.cedarville.edu/Offices/Registrar/Undergraduate/Drop-Add-Fall.asp>**

## Final Exam Schedule

Final exams for Fall Semester 2022 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, 3:30-5:30 p.m. or another time designated by the instructor.

### MWF

Class Time	Exam Date	Exam Time
8:00 a.m.	Wednesday, Dec. 14	8:00 – 10:00 a.m.
9:00 a.m.	Friday, Dec. 16	8:00 – 10:00 a.m.
11:00 a.m.	Wednesday, Dec. 14	10:30 a.m. – 12:30 p.m.
12:00 p.m.	Friday, Dec. 16	10:30 a.m. – 12:30 p.m.
1:00 p.m.	Wednesday, Dec. 14	1:00 – 3:00 p.m.
2:00 p.m.	Friday, Dec. 16	1:00 – 3:00 p.m.
3:00 p.m.	Wednesday, Dec. 14	3:30 – 5:30 p.m.
4:00 p.m.	Friday, Dec. 16	3:30 – 5:30 p.m.

### TR

8:00 or 8:30 a.m.	Thursday, Dec. 15	8:00 – 10:00 a.m.
9:00 a.m.	Tuesday, Dec. 13	8:00 – 10:00 a.m.
11:00 a.m.	Thursday, Dec. 15	10:30 a.m.–12:30 p.m.
12:00 or 12:30 p.m.	Tuesday, Dec. 13	10:30 a.m.–12:30 p.m.
1:00 p.m.	Thursday, Dec. 15	1:00 – 3:00 p.m.
2:00 p.m.	Tuesday, Dec. 13	1:00 – 3:00 p.m.
3:00 or 3:30 p.m.	Tuesday, Dec. 13	3:30 – 5:30 p.m.