

Registration Guidelines

First Year Freshman

- A tentative schedule will be prepared for you by the Office of the Registrar. A copy of your class schedule will be available through myCU. Under Student Essentials, click on "View Student Schedule."
- Before you may make schedule changes, your faculty advisor must complete the myCU process of approving you to make schedule changes. You must also complete the financial responsibility agreement process. To sign this agreement, click on "Sign Financial Terms and Conditions" in myCU.
- Verify that your schedule is accurate. Go to myCU to access Student Planning. Under Student Essentials, click on "Register for Classes (Students) – Student Planning."
- Plan to finalize all schedule changes before 5:00 p.m. on Friday, January 13. After this time, schedule changes must be made through the Office of the Registrar using a paper drop/add form and securing faculty signatures. Additional fees may be applicable for schedule changes made after Friday, January 13.

Upperclassmen and Graduate Students

- Confirm your registration date and time through MyCU.
- Create your schedule plan in Student Planning.
- Connect 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. Go to myCU to access Student Planning. Under Student Essentials, click on "Register for Classes (Students) – Student Planning."

Online registration ends for all students on Friday, January 13 at 5:00 p.m.

Registration Steps

Financial Responsibility Agreement

- All students must complete the financial responsibility agreement process before they are eligible to register for Spring Semester 2023.
- Click on "Sign Financial Terms and Conditions" in the Student Essentials Section of myCU.

Where do I find course information for Spring Semester?

- Search for "View Undergraduate Course Schedules" in myCU.
- Follow the links provided to the Spring Semester course schedule.

How do I register for regular classes?

- All undergraduate and graduate students use the Student Planning program to register for traditional classes that are available.
- View the helpful tutorials for using Student Planning on the registrar's webpage:

<https://www.cedarville.edu/offices/registrar/undergraduate/registration>

How do I access Student Planning?

- Click on "Register for Classes (Students)-Student Planning" from myCU.

How do I register for online courses?

- Click on "Spring 2023 Registration for Online Courses" on the "Course Schedules" webpage and complete online request form.

See the registrar's website or visit the registrar's office 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 course(s)

Registration Schedule

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

Completed Hours	Classification	Registration Period
	Advanced/Priority	October 24-25
91+ hrs	Seniors	October 26-27
61-90 hrs	Juniors	October 31- November 1
31-60 hrs	Sophomores and 2 nd Yr. Freshmen	November 2-4
1-30 hrs	First Yr. Freshmen	November 15-17

Online registration will close on Monday, November 7 at 8:00 a.m. so freshmen schedules can be prepared. No registration changes will be made while the freshmen scheduling process is being completed. Online registration will re-open on Tuesday, November 15.

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, 2023. 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 seven-digit 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/Monthly Payment* Due Dates:
 January 4, *February 1, *March 1, *April 1
*plus simple interest @5% annual

Cashier's Office – Stevens Student Center 130

Drop/Add and Refund

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 (Outside of Block)
January 10-13	No Record	100%
January 16-20	No Record	75%

A \$50.00 late registration fee will be charged to add a class after January 20.

January 23- March 24	W	0%
March 27- April 7	WP/WF	0%
April 10-May 5	No drops permitted	

Last day to register online: January 13

Last day to drop a class: April 7

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>

Final Exam Schedule

Final exams for Spring Semester 2023 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 Friday, 1:00-3:00 p.m. or another time designated by the instructor.

Class Time	Exam Date	Exam Time
MWF, M-R, M-F		
8:00 a.m.	Wednesday, May 3	8:00 – 10:00 a.m.
9:00 a.m.	Friday, May 5	8:00 – 10:00 a.m.
11:00 a.m.	Wednesday, May 3	10:30 – 12:30 a.m.
12:00 p.m.	Friday, May 5	10:30 – 12:30 a.m.
1:00 p.m.	Wednesday, May 3	1:00 – 3:00 p.m.
2:00 p.m.	Thursday, May 4	1:00 – 3:00 p.m.
3:00 p.m.	Friday, May 5	3:30 – 5:30 p.m.
4:00 p.m.	Wednesday, May 3	3:30 – 5:30 p.m.
TR		
8:00 or 8:30 a.m.	Thursday, May 4	8:00 – 10:00 a.m.
9:00 a.m.	Tuesday, May 2	8:00 – 10:00 a.m.
11:00 a.m.	Tuesday, May 2	10:30 a.m. – 12:30 p.m.
12:00 or 12:30 p.m.	Thursday, May 4	10:30 a.m. – 12:30 p.m.
1:00 p.m.	Thursday, May 4	1:00 – 3:00 p.m.
2:00 p.m.	Tuesday, May 2	3:30 – 5:30 p.m.
3:00 or 3:30 p.m.	Thursday, May 4	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 the Stevens Student Center 190, or contact the office via email.