

Registration Information ▪ Fall Semester 2025

Steps

All current students who plan to continue for Fall Semester 2025 should register for classes before leaving campus at the end of Spring Semester 2025.

Undergraduate and Graduate Students

- Confirm your registration date and time through myCU or Student Planning.
- Create your schedule plan in Student Planning.
- Connect with your advisor to discuss your schedule and select course sections.
- Click “Register” to activate your schedule in Student Planning after your registration time opens and after receiving advisor approval.
- Verify that your schedule is accurate in your Student Planning account.

Schedule

- Classification is determined by the total hours **completed** at the time of registration.
- Credit hours for Spring 2025 are not included.
- Your specific registration date and time can be found in Student Planning.

Completed Hours	Classification	Registration Period
	Priority	March 17–18
91+ hours	Seniors	March 19–20
61-90.99 hours	Juniors	March 21–24
31-60.99 hours	Sophomores	March 25–26
1-30.99 hours	Freshmen	March 27–28

Forms

The forms below are available at the Office of the Registrar:

- Drop/Add Form (white)
 - Starting August 25, used to drop or add courses.
- Non-Traditional Course Request (blue)
 - Internships, independent studies, practicums, etc.
- Registration Approval Request (pink)
 - Classes with overlapping meeting times
 - Classes that require instructor approval
 - Course overloads
 - Classes that are full (starting August 25)
- Prerequisite Waiver
 - To gain entrance into a course where the prerequisite has not been met yet.
- Undergraduate Request to Register for Graduate Courses

Guidelines

Financial Terms & Conditions Agreement

- All students must complete the *Financial Terms and Conditions Agreement* before registering for Fall Semester 2025.
- In myCU, search for “Sign Financial Terms and Conditions” and complete the form.

Where do I find course information for Fall Semester?

- Search myCU for “View Undergraduate Course Schedules” or “View Graduate Course Schedules”
- Click link to the Fall 2025 Semester course schedule.

How do I register for regular classes?

- All students use the Student Planning program to register.
- View the helpful tutorials for [using Student Planning](#) on the Office of the Registrar’s webpage.

How do I access Student Planning?

- In myCU, search for “Register for Classes (Students)—Student Planning.”

How do I register for online courses? **(Revised)**

- Priority registration students, Seniors, and Juniors may register for up to ONE online course through Student Planning on a space available basis up to the end of the Junior registration period.
- After the Junior registration period, all students needing one or more online courses must complete an Online Course Request form. (*Available in myCU*)

What do I do if a course is full?

- During registration and through August 22, courses that are full will be managed with the waitlist process.
- If a course is full that you would like to take, please add yourself to the waitlist in Student Planning.
- The Office of the Registrar will manage moving students from the waitlist as spots are made available or at a professor’s request. Please watch your email for instructions if a spot becomes available for you.
- On Friday, August 22, at 5:00 p.m., the waitlist will be shut off and the Registration Approval Request form will be used.

Self-registration through student planning
ends for all students on
Friday, August 22, at 5:00 p.m.

Financial Information

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

Your first payment is due on **August 4, 2025**. Accounts paid after this time are considered late and are subject to a \$25 late payment penalty.

Your financial aid is reflected on your current student account activity page.

Tuition Block for Undergraduate Students

- Tuition block is 12-17 credits. Additional tuition is charged starting at 17.5 credits.

Payment Methods

- Check:** Make your check payable to Cedarville University. Please write seven-digit ID# on check.
- Credit Card:** Most major credit cards are accepted with a 2.7% fee.
- Electronic Payment:** Go to myCU.cedarville.edu. Search for View Student Account/Pay Bill.

Deferred/4-Month Payment* Due Dates:

- August 4, *September 1, *October 1, *November 1
*plus simple interest at 5% annual.

Drop/Add & Refunds

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)
Aug. 20–22	No Record	100%
Aug. 25–29	No Record	75%

A \$50.00 late registration fee will be charged to add a class after August 29 at 5:00 p.m.

Sept. 1–Oct. 24	W*	0%
Oct. 27–Nov. 7	WP*/WF*	0%
Nov. 10–Dec. 12	No drops permitted	

* W, WP, and WF do not affect your GPA.

Last day to self-register: August 22 at 5:00 p.m.

Last day to drop a class: November 7 at 5:00 p.m.

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

Please review the complete drop/add schedule at cedarville.edu/offices/registrar/undergraduate/schedules

Final Exam Schedule

Final exams for Fall Semester 2025 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 at another time designated by the instructor.

Class Time	Exam Date	Exam Time
MWF, M-R, M-F		
8:00 a.m.	Fri., Dec. 12	8:00–10:00 a.m.
9:00 a.m.	Wed., Dec. 10	8:00–10:00 a.m.
11:00 a.m.	Fri., Dec. 12	10:30 a.m.–12:30 p.m.
12:00 p.m.	Wed., Dec. 10	10:30 a.m.–12:30 p.m.
1:00 p.m.	Fri., Dec. 12	1:00–3:00 p.m.
2:00 p.m.	Wed., Dec. 10	1:00–3:00 p.m.
3:00 p.m.	Fri., Dec. 12	3:30–5:30 p.m.
4:00 p.m.	Wed., Dec. 10	3:30–5:30 p.m.

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8 or 8:30 a.m.	Tue., Dec. 9	8:00–10:00 a.m.
9:00 a.m.	Thu., Dec. 11	8:00–10:00 a.m.
11:00 a.m.	Tue., Dec. 9	10:30 a.m.–12:30 p.m.
12 or 12:30 p.m.	Thu., Dec. 11	10:30 a.m.–12:30 p.m.
1:00 p.m.	Tue., Dec. 9	1:00–3:00 p.m.
2:00 p.m.	Thu., Dec. 11	1:00–3:00 p.m.
3 or 3:30 p.m.	Tue., Dec. 9	3:30–5:30 p.m.

Questions?

Office of the Registrar

Stevens Student Center 132
registrar@cedarville.edu

Cashiers Office

Stevens Student Center 130
cashier@cedarville.edu

Financial Aid

Stevens Student Center 190
finaid@cedarville.edu