

Spring Semester 2025 Registration Information

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 10. 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 10 at 5:00 p.m.

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.”

Registration Schedule

Classification is determined by the total hours completed at the time of registration. Credit hours for Fall Semester 2024 courses are not included.

| Completed Hours | Classification | Registration Period |
|-----------------|---|-----------------------|
| | Advanced/Priority | October 22–23 |
| 91+ hours | Seniors | October 24–25 |
| 61-90 hours | Juniors | October 28–29 |
| 31-60 hours | Sophomores and 2 nd Yr. Freshmen | October 30–November 1 |
| 1-30 hours | First Yr. Freshmen | November 12–14 |

Registration Steps

Financial Responsibility Agreement

- All students must complete the financial terms and conditions agreement before registering for Spring Semester 2025.
- In myCU, search for “Sign Financial Terms and Conditions” and complete the form.

Where do I find course information for Spring Semester?

- Search myCU for “View Undergraduate Course Schedules.”
- Click link to the Spring 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 registrar’s webpage:
<https://www.cedarville.edu/offices/registrar/undergraduate/registration>

How do I access Student Planning?

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

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

- Priority registration students, seniors, and juniors may register for up to ONE online course on a space available basis through the regular Student Planning registration process.
- No need to complete an Online Course Request form for the Spring 2025 registration process.

See the registrar’s website or visit the Office of the Registrar 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)

Online registration will pause Monday, November 4 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 Tuesday, November 12.

Online registration ends for all students on Friday, January 10 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 January 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.

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 at 5% annual

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 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 at 5:00 p.m.

| | | |
|---------------------|--------------------|----|
| January 20–March 21 | W* | 0% |
| March 24–April 4 | WP*/WF* | 0% |
| April 7–May 2 | No drops permitted | |

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

Last day to register online: January 10 at 5 p.m.

Last day to drop a class: April 4 at 5 p.m.

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

Please review the drop/add schedule at
<https://www.cedarville.edu/offices/registrar/undergraduate/drop-add-spring>

Final Exam Schedule

Final exams for Spring 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 Friday, 1:00-3:00 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. | Wed., April 30 | 8:00–10:00 a.m. |
| 9:00 a.m. | Fri., May 2 | 8:00–10:00 a.m. |
| 11:00 a.m. | Wed., April 30 | 10:30 a.m.–12:30 p.m. |
| 12:00 p.m. | Fri., May 2 | 10:30 a.m.–12:30 p.m. |
| 1:00 p.m. | Wed., April 30 | 1:00–3:00 p.m. |
| 2:00 p.m. | Thur., May 1 | 1:00–3:00 p.m. |
| 3:00 p.m. | Fri., May 2 | 3:30–5:30 p.m. |
| 4:00 p.m. | Wed., April 30 | 3:30–5:30 p.m. |

TR

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|------------------|-----------------|-----------------------|
| 8 or 8:30 a.m. | Thur., May 1 | 8:00–10:00 a.m. |
| 9:00 a.m. | Tues., April 29 | 8:00–10:00 a.m. |
| 11:00 a.m. | Tues., April 29 | 10:30 a.m.–12:30 p.m. |
| 12 or 12:30 p.m. | Thur., May 1 | 10:30 a.m.–12:30 p.m. |
| 1:00 p.m. | Tues., April 29 | 1:00–3:00 p.m. |
| 2:00 p.m. | Tues., April 29 | 3:30–5:30 p.m. |
| 3 or 3:30 p.m. | Thur., May 1 | 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