

# Registration Information | Spring Semester 2026

## Undergraduate Residential Students

### Registration Guidelines

#### First Year Freshmen

- *An initial 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 p.m. on Friday, January 9. After this time, schedule changes must be made through the Office of the Registrar using a drop/add form with faculty signatures. Additional fees may be applicable for schedule changes after Friday, January 9 at 5 p.m.*

#### Upperclassmen

- Confirm 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, not including Fall 2025 courses.

Completed Hours	Classification	Registration Period
	Advanced/Priority	October 21–22
91+ hours	Seniors	October 23–24
61-90 hours	Juniors	October 27–28
31-60 hours	Sophomores and 2 <sup>nd</sup> Yr. Freshmen	October 29–31
	Student Planning paused	November 3–10
1-30 hours	First Yr. Freshmen	November 11–13

### Registration Steps

#### Financial Responsibility Agreement

- All students must complete the financial terms and conditions agreement before registering.
- 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 the link for 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.

#### How do I access Student Planning?

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

#### How do I register for an online course?

- 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, through October 28.
- Starting Wednesday, October 29, all students will need to complete the [Online Course Request form](#) to register for an online course.
- Online courses are available as space is available.

**Need Forms?** See the [Office of the Registrar's website](#) or [myCU](#) for the following electronic forms:

- Course Overloads
- Non-Traditional Course(s)
- Course Conflicts (courses with overlapping times)
- Prerequisite Waiver
- And more!

#### Visit the Office of the Registrar for a paper form for:

- Courses that require instructor approval

Student Planning registration will pause Monday, November 3, so freshmen schedules can be prepared.

No registration changes can be made while paused.

Student Planning will re-open Tuesday, November 11.

Student Planning registration closes for all students on Friday, January 9 at 5 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 5, 2026. 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 2.7% fee.
- **Electronic Payment:** Go to myCU.cedarville.edu. Search for View Student Account/Pay Bill.

### Deferred/Monthly Payment\* Due Dates:

- January 5, \*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 starting January 6** will be credited according to the following schedule.

Dates	Transcript Will Show	Refund (Outside Block)
January 6–9	No Record	100%
January 12–16	No Record	75%

**A \$50.00 late registration fee will be charged to add a class after January 17 at 5 p.m.**

January 19–March 20	W*	0%
March 23–April 3	WP*/WF*	0%
April 6–May 1	No drops permitted	

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

### Last day to register through Student Planning

January 9 at 5 p.m.

### Last day to drop a class

April 3 at 5 p.m.

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

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

## Final Exam Schedule

Final exams for Spring Semester 2026 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, 1-3 p.m., or at another time designated by the instructor.

Class Time	Exam Date	Exam Time
<b>MWF, M-R, M-F</b>		
8 a.m.	Fri., May 1	8–10 a.m.
9 a.m.	Wed., April 29	8–10 a.m.
11 a.m.	Fri., May 1	10:30 a.m.–12:30 p.m.
12 p.m.	Wed., April 29	10:30 a.m.–12:30 p.m.
1 p.m.	Wed., April 29	1–3 p.m.
2 p.m.	Tue., April 28	1–3 p.m.
3 p.m.	Wed., April 29	3:30–5:30 p.m.
4 p.m.	Fri., May 1	3:30–5:30 p.m.

### TR

8 or 8:30 a.m.	Thu., April 30	8–10 a.m.
9 a.m.	Tue., April 28	8–10 a.m.
11 a.m.	Tue., April 28	10:30 a.m.–12:30 p.m.
12 or 12:30 p.m.	Thu., April 30	10:30 a.m.–12:30 p.m.
1 p.m.	Thu., April 30	1–3 p.m.
2 p.m.	Tue., April 28	3:30–5:30 p.m.
3 or 3:30 p.m.	Thu., April 30	3:30–5:30 p.m.

## Questions?

### Office of the Registrar

Stevens Student Center 132

registrar@cedarville.edu

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

### Cashiers Office

Stevens Student Center 130

cashier@cedarville.edu

### Financial Aid

Stevens Student Center 190

finaid@cedarville.edu