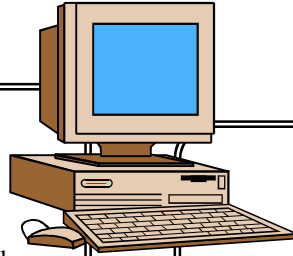


# Fall Semester 2010

Cedarville University



## First Year Freshmen

### Key Information:

- Save your registration packet and its contents until classes begin on Wednesday, August 25. Please review all of the information and complete the forms, as instructed.
- A printed copy of your current class schedule is included in your registration packet.
- Your assigned registration time is listed at the top of your printed schedule
- **All freshmen will have the opportunity to make changes to their class schedules with advisor approval during the final registration process on Monday, August 23 and Tuesday, August 24.**

### First Year Freshmen register according to groups:

Group A	Monday, August 23	1:00 pm
Group B	Monday, August 23	3:00 pm
Group C	Tuesday, August 24	1:00 pm
Group D	Tuesday, August 24	3:00 pm

## Upperclassmen

### Key Information:

- A copy of your current class schedule is available through CedarInfo.
- Continuing students may continue to make changes to their schedules during the final registration process on Monday and Tuesday of College Week.
- New Transfer students may make changes to their schedules beginning on Monday, August 23 at 8:00 am.
- Advisor approval is required for all schedule changes.

### Steps in On-line Registration:

1. Meet with your advisor to discuss your schedule and any changes you wish to make.
2. Use your registration access code (*available from your advisor*) to make changes to your class schedule online:
  - ▶ In your advisor's office *or*
  - ▶ At another computer on campus
3. **Online registration ends on Tuesday, August 31 at 5:00 pm**

### Other registration information:

- ▶ You may register any time after the beginning of your assigned registration time, but not before.
- ▶ Instructions for On-Line Registration are provided in your packet. They are also available on the Registrar's Web-page.
- ▶ You must come to the Office of the Registrar in SSC-132 to register for:
  - Closed Classes
  - Conflicting Classes
  - Instructor-permission Classes
  - Overloads
- ▶ A minimum of 12 semester credits is required for full-time status; an average course load is 16 semester credits.

## Motor Vehicle Registration Human Resources and Safety Center

### All motor vehicles used by students must be registered with Campus Safety!

#### Step One:

Complete online registration process, as follows:

- Login to CedarInfo
- Go to "Campus Services" heading
- Click on "Parking Sticker Request"
- Complete all requested information
- Click "Submit"

#### Step Two:

- Go to the Campus Safety Office in the Human Resources and Safety Center with the following information:
  - ▶ State Vehicle Registration
  - ▶ Proof of Insurance
- Receive parking sticker from Campus Safety Office

#### Step Three

- Affix parking sticker to vehicle (Registration process is not complete until parking sticker is affixed to vehicle!)

**All student vehicles must be registered AND the sticker affixed to the vehicle by Wednesday, August 25.**



Reminder - Meet with my advisor to complete my registration.

## Financial Information

Your second payment is due on Tuesday, September 1, 2010. Accounts paid after this time are considered late and are subject to a \$25 late payment penalty.

**Cashiers Office:** Stevens Student Center 130

### Cashiers Office Hours:

Friday, August 20 8:30 am - 5:00 pm  
 Saturday, August 21 9:00 am - 4:00 pm  
 Monday, August 23 8:30 am - 4:00 pm  
 (this resumes the Cashiers Office normal hours of operation)

### Payment Methods:

**Check:** Make your check payable to Cedarville University. Write your ID# on your check.

Please mail all payments to:

Attn: Cashiers Office  
 Cedarville University  
 251 N. Main St.  
 Cedarville, OH 45314

**Guaranteed Student Loan Check:** Please see a cashier.

### Deferred/monthly Payment Due Dates:

August 4, September 1; October 1; November 1

*You may view your student account balance on CedarInfo, or you may contact a cashier. You may also view your "current invoice" on CedarInfo.*

## Financial Aid

Your financial aid is reflected on your invoice. If you have any questions, please stop by the Financial Aid Office in Stevens Student Center 190, or contact *financial aid office* via e-mail.

## Final Exam Schedule

*Final exams for Fall Semester 2010 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 at 3:30-5:30 pm or another time as designated by the instructor.*

Class Time	Exam Date	Exam Time
8:00 MWF, M-R, M-F	Wednesday, 12/15	8:00 am-10:00 am
9:00 MWF, M-R, M-F	Friday, 12/17	8:00 am-10:00 am
11:00 MWF, M-R, M-F	Wednesday, 12/15	10:30 am-12:30 pm
12:00 MWF, M-R, M-F	Friday, 12/17	10:30 am - 12:30 pm
1:00 MWF, M-R, M-F	Wednesday, 12/15	1:00 pm - 3:00 pm
2:00 MWF, M-R, M-F	Friday, 12/17	1:00 pm-3:00 pm
3:00 MWF, M-R, M-F	Wednesday, 12/15	3:30 pm - 5:30 pm
4:00 MWF, M-R, M-F	Friday, 12/17	3:30 pm - 5:30 pm
8:00 or 8:30 TR	Thursday, 12/16	8:00 am-10:00 am
9:00 TR	Tuesday, 12/14	8:00 am-10:00 pm
11:00 TR	Thursday, 12/16	10:30 am - 12:30 pm
12:00 or 12:30 TR	Tuesday, 12/14	10:30 am - 12:30 pm
1:00 TR	Thursday, 12/16	1:00 pm-3:00 pm
2:00 TR	Tuesday, 12/14	1:00 pm-3:00 pm
3:00 or 3:30 TR	Tuesday, 12/14	3:30 pm-5:30 pm

## Tuition Refund Schedule

Dates	Refund	Transcript Will Show
August 25-September 3	100%	No Record
September 6-10	75%	W
A \$50.00 late registration fee will be charged to add a class after September 10.		
September 13-17	50%	W
September 20-24	25%	W
September 27-October 29	0%	W
November 1- November 12	0%	WP/WF
November 15-December 17	No drops permitted	

Last day to **add** a class: September 10

Last day to **drop** a class: November 12