

### Registration Schedule

Classification is determined by the total hours completed at the time of registration. Credit hours for Fall Semester 2014 courses are not included.

Hours Completed	Classification	Registration Period
91+ hrs	Seniors	October 21-22
61-90 hrs	Juniors	October 23-24
31-60 hrs	Sophomores and 2nd Yr. Freshmen	October 28-30
1-30 hrs	First Yr. Freshmen	November 11-13

Online registration will close at 8:00 a.m. on Monday, November 3rd so freshman schedules can be prepared. No registration changes will be made while the freshman scheduling process is being completed. Online registration will re-open on Monday, November 10.

### Registration Steps

#### First Year Freshmen

- A tentative schedule will be prepared for you by the Office of the Registrar. You will receive an email when it is ready to be viewed through CedarInfo.
- View your class registration date and time in CedarInfo under "Academic Transactions."
- Meet with your advisor to discuss your schedule.
- Use your registration code (available from your advisor) to make changes to your class schedule through CedarInfo during your assigned registration period.
- Under "Academic Transactions" verify that your schedule is accurate through "Your class schedule, advisor, library id."

#### Upperclassmen

- View your class registration date and time in CedarInfo under "Academic Transactions."
- Meet with your advisor to discuss your schedule.
- Use your registration code (available from your advisor) to make changes to your class schedule through CedarInfo during your assigned registration period.
- Under "Academic Transactions" verify that your schedule is accurate through "Your class schedule, advisor, library id."

**Online registration for all students ends on Friday, January 9 at 5:00 pm**

### Key Registration Information

You must come to the Office of the Registrar in SSC-132 to obtain a form to register for:

- Classes that are full
- Classes with overlapping meeting times
- Classes that require instructor approval
- Course overloads
- Non-Traditional Courses

A minimum of 12 credit hours is required for full-time status; an average course load is 16 credit hours. Block tuition covers 12-17 credit hours.

#### Waitlisting

- If a class for which you wish to register is closed, the online registration process allows you to request to be placed on a waitlist for the course.
- Adding your name to the waitlist does not guarantee that you will get the course. It is advisable to register for an alternative course while you wait.
- The Office of the Registrar will contact waitlisted students if space becomes available in a course and assist them in adding the course to their schedules.

## SPRING SEMESTER 2015 (Continued)

### Financial Information

You may view your student account balance and current invoice on CedarInfo under Financial Transactions.

Your first payment is due on January 5, 2015. 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 ID# on your check.
- Credit Card: Most major credit cards are accepted with a 2.5% fee.
- Guaranteed Student Loan Check: Please see a cashier.

Deferred/Monthly Payment Due Dates:  
January 5, February 1, March 1, April 1

Cashier's Office - Stevens Student Center 130

### Drop/Add Schedule

No tuition refund is applicable for block tuition students who remain within the block of 12-17 credits; for other students who qualify, tuition refunds for 15 week courses will be credited according to the following schedule.

Dates	Transcript Will Show	Refund (Outside of Block)
January 6-9	No Record	100%
January 12-16	No Record	75%
<b><i>A \$50.00 late registration fee will be charged to add a class after January 16</i></b>		
January 19 - March 20	W	0%
March 23 - April 3	WP/WF	0%
April 6 - May 1	No drops permitted	

**Last day to register online: January 9**

**Last day to drop a class: April 3**

**Prorated tuition refunds will be applicable for 8-week and 12-week courses.**

### Final Exam Schedule

Final exams for Spring Semester 2015 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 at 3:30-5:30 p.m. or another time as designated by the instructor.

Class Time	Exam Date	Exam Time
<b>MWF, M-R, M-F</b>		
8:00 a.m.	Wednesday, April 29	8:00 - 10:00 a.m.
9:00 a.m.	Friday, May 1	8:00 - 10:00 a.m.
11:00 a.m.	Wednesday, April 29	10:30 a.m. - 12:30 p.m.
12:00 p.m.	Friday, May 1	10:30 a.m. - 12:30 p.m.
1:00 p.m.	Wednesday, April 29	1:00 - 3:00 p.m.
2:00 p.m.	Thursday, April 30	1:00 - 3:00 p.m.
3:00 p.m.	Friday, May 1	3:30 - 5:30 p.m.
4:00 p.m.	Wednesday, April 29	3:30 - 5:30 p.m.
<b>TR</b>		
8:00 or 8:30 a.m.	Tuesday, April 28	8:00 - 10:00 a.m.
9:00 a.m.	Thursday, April 30	8:00 - 10:00 a.m.
11:00 a.m.	Thursday, April 30	10:30 a.m. - 12:30 p.m.
12:00 or 12:30 p.m.	Tuesday, April 28	10:30 a.m. - 12:30 p.m.
1:00 p.m.	Tuesday, April 28	1:00 - 3:00 p.m.
2:00 p.m.	Tuesday, April 28	3:30 - 5:30 p.m.
3:00 or 3:30 p.m.	Thursday, April 30	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 Stevens Student Center 190, or contact the office via email.