

MULTI-SEMESTER REGISTRATION FAQS FOR STUDENTS

What is multi-semester registration?

Multi-semester registration provides students with the opportunity to register for an entire academic year (up to three semesters) at one time. Course registration for an upcoming academic year will open in the prior spring semester (dates indicated in the academic calendar).

Who is eligible to register for multiple semesters?

Full-time students who are fully admitted to Glenville State University.

Why should I register for multiple semesters?

Registering for multiple semesters allows you to plan ahead, secure your place in the classes you need, and assists you in reaching your academic goal on time.

When can I register for multiple semesters?

Registration will open during the spring semester registration period of each academic year and continue until the Friday of the week preceding each semester. For example:

- Registration for the fall semester will remain open from the prior spring semester until the Friday of the week preceding the beginning of fall classes
- Registration for the spring semester will remain open from the previous spring semester until the Friday of the week preceding the beginning of spring classes
- Registration for the summer term will remain open from the previous spring semester until the Friday of the week preceding the beginning of summer classes

Once classes begin each semester, online access in EdNet for students to make changes to their class schedule will no longer be available. After classes begin, students can contact the Office of Academic Affairs or Academic Success Center to edit their schedule. Check our [Course Scheduling Information](#) page for specifics.

Will I be required to register for multiple semesters?

No. Students will have the option each spring to register for multiple semesters for the next academic year, but are not required to do so.

How many semesters can I register for at one time?

You may register for no more than three semesters at one time: Summer, Fall, and Spring. If you do not register until the start of the upcoming fall semester, then you can only register for classes being offered for that fall semester and the upcoming spring semester. If you do not register until the start of the next spring semester, then you can only register for classes being offered that spring semester.

How do I register for multiple semesters?

Registration can be completed online through your EdNet account. However, you must meet with your academic advisor prior to registration to receive your six-digit registration PIN. In addition, all holds must be taken care of prior to registration, or you will not be able to register. For instances where you will need special permission to register for a class, your advisor must approve the override and notify the Office of Academic Affairs.

Can I register for more than one semester as soon as I receive my six-digit registration PIN from my academic advisor?

Yes.

Will I need a separate registration PIN for each semester?

No. The registration PIN provided to you by your academic advisor may be used for all semesters.

Will I receive an assigned date or time to register?

No, students are not assigned a designated day or time for when they are to register. You are encouraged to register during Priority Registration week which is the first week of registration after registration opens each spring semester.

What is Priority Registration?

Priority registration is the first week of registration once registration opens for the academic year. Registration during this week is restricted to give priority to students based on their class standing. For example:

- On Monday, only students with a “Senior” class standing (have earned 91 or more credit hours) may register. Registration for each semester will then remain open until the Friday of the week preceding the beginning of each semester
- On Tuesday, students with a “Junior” class standing (have earned 61 or more credit hours) may begin registering. Registration for each semester will then remain open until the Friday of the week preceding the beginning of each semester
- On Wednesday, students with a “Sophomore” class standing (have earned 31 or more credit hours) may begin registering. Registration for each semester will then remain open until the Friday of the week preceding the beginning of each semester
- On Thursday, students with a “Freshman” class standing (have earned 1 to 30 credit hours) may begin registering. Registration for each semester will then remain open until the Friday of the week preceding the beginning of each semester

Beginning Friday of Priority Registration week, registration is open for all students, regardless of class standing.

NOTE: Earned credit hours does not include credit hours a student would currently be enrolled in during a semester. The credit hours do not become earned credit hours until the semester ends and the grades and credit have been rolled to a student’s academic history.

What happens if a class I need is full/closed?

If a class you are attempting to register for is full and closed, you may add yourself to the waitlist. You cannot register for a waitlisted class until you are notified that a seat is available. If you are not offered a seat from the waitlist for a specific class during an individual semester, you can register and/or waitlist for the class for a following semester.

NOTE: You cannot register for a class in subsequent semesters you are waitlisted for in a current semester. Please speak with the Office of Academic Affairs about waitlisted classes and how they affect your educational plan if you have registered for multiple semesters. For more information regarding waitlists, please refer to our website [here](#).

What if I can't find the sections I need when I register for multiple semesters?

Only sections that appear in the GSU schedule for each semester are eligible for multiple-semester registration. If you cannot find a section that fits into your schedule, check "Search for Courses to Add" throughout the registration period to see if new sections are made available.

Will I be able to register in advance for classes that have a prerequisite?

Yes. You will be able to register for a class that has a prerequisite as long as you are also registering for the prerequisite course in a preceding semester.

What happens if I drop a class that is a prerequisite for a course for which I registered for in a future term?

Students will be dropped from all courses for which they do not meet the prerequisites, prior to the start of each semester.

What happens if I fail a class?

You must repeat the failed class in a following semester if it is a prerequisite for another class or required in your program. If the class you failed is a prerequisite for another class, the class requiring that prerequisite class will be dropped from your schedule. You and your advisor will receive an email stating that the class has been removed from your schedule. Please speak with the Academic Success Center about failed classes and how they affect your educational plan. Please be aware that failing a class may also impact your financial aid eligibility.

Do I need to see my Advisor every semester?

Yes, you are strongly encouraged to seek advising every semester. Especially if you made any class schedule changes during a semester. This assures that you are still on track for your degree plan and is also an opportunity to discuss your current classes. There will be advising weeks scheduled during each semester so students may schedule to meet with their academic advisor.

Will the last day to add/drop/withdraw change?

No. The last day to add/drop/withdraw for individual semesters will not change if you register for multiple semesters. These deadlines will be noted on the academic calendar each year.

What if I fully withdraw from the University?

If you participated in multi-semester registration, you will be removed from classes in any following semester for which you are registered. For example, if you registered for both the upcoming fall and spring semesters at the same time and end up needing to fully withdraw from the fall semester after classes have started, you will be removed from your upcoming spring semester classes.

Can I participate in multi-semester registration if I am an Honors student?

Yes. You will need to meet with your academic advisor, and the Honors Program Director in order to schedule HONR courses.

What happens if I am placed on academic or financial aid suspension?

Students that are registered for multiple semesters, who are placed on suspension, will be withdrawn from all of the courses they are registered for in all semesters subsequent to the suspension.

Will the date for applying for graduation change?

No, you will need to apply for graduation the semester before you are set to graduate. These deadlines are posted online [here](#).

Who do I contact if I am having issues with registering for multiple semesters?

You may email aa.assistants@glenville.edu or academic.success@glenville.edu.

Financial Aid/Billing Questions:

Will tuition for multiple semesters be due at the same time?

No. Students will not be required to pay for multiple semesters at one time. Tuition will be due by the dates posted for each individual semester. Please refer to the Tuition and Fees section in the university catalog.

Will payment plans be available for each semester in which I am registered?

Yes. Please contact the Cashier's Office at 304-462-6190.

What happens if I an outstanding balance due to the University?

If you fail to pay your current balance due to the University by the start of the following semester or fail to set up a payment plan, you will be removed from all subsequent semester classes in which you are registered.

When will I be able to order books for each semester?

Books for individual semesters will be available for order or purchase at the Campus Store prior to the individual start of the Summer, Fall and Spring semesters. You can visit the Campus Store website [here](#).

Will my FAFSA cover multi-semester registration?

Yes. A FAFSA is submitted for an upcoming academic year during the previous academic year and is used to determine financial aid eligibility for the upcoming fall, spring and summer semesters.

For questions about your financial aid status, contact the Office of Financial Aid 304-462-6170 or email their office at financial.aid@glenville.edu.