

Multi-Semester Registration Guide for Faculty

Overview of Multi-Semester Registration:

- Students will have the ability to register for an entire academic year (up to three semesters) at once
 - If registering in the spring, students can register for the upcoming summer, fall and spring semesters
 - If registering during the summer, students can register for the upcoming fall and spring semesters
 - If registering during the fall, students can only register for the upcoming spring semester
- Once registration opens up during the spring semester, registration will remain open for each individual upcoming semester up until the Friday of the week preceding the beginning of each semester

Advising and Schedule Changes:

- Students who are participating in multi-semester registration will need to be advised appropriately, which may include creating class schedules for up to three semesters at one time
- Registration PINs
 - Students will have the same registration PIN for all semesters. You will only need to give the students the one PIN. Note: the PIN may show up in Degree Works multiple times if you are viewing an advisee's PIN through their Degree Works audit.
- Students will be able to change their schedules up through the last day to drop/add classes for each individual semester. 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 to make changes to their schedule
- Students may meet with their advisor at any point during the academic year to be advised, although there will be two designated weeks of advising scheduled during each fall and spring semester. Students are encouraged to meet with their academic advisor each semester to make sure they are on track for their degree plan
- It is recommended to add notes to student's Degree Works as to what they were advised to register for, so that they can be referred to if the student changes their schedule without meeting with their advisor

Courses with Prerequisites:

- If a course requires a course prerequisite, as long as the student registers for the prerequisite course in a previous semester, they will be able to register for the class
 - Students who drop or fail the prerequisite course will be removed from the course requiring the prerequisite prior to the beginning of that semester
- If a student has not met course prerequisites for the first semester they are registering for, an override may be approved by the advisor. The advisor must notify the Office of Academic Affairs of the approved override or the student will be unable to register for the class.

Full/Closed Courses:

- If a course that a student needs to take is full/closed, they will need to be waitlisted for the class
- Students cannot register for a class in a subsequent semester that they are waitlisted for in their current semester

Academic & Financial Aid Suspension:

- Students who are placed on academic or financial aid suspension and are registered for multiple semesters will be removed from all of the courses they are registered for in all semesters subsequent to the suspension

Tuition & Billing Information:

- Tuition will be due by the dates posted for each individual semester
 - If a student fails to pay their current balance due to the University by the start of the following semester or fail to set up a payment plan, the student will be removed from all subsequent semester classes in which they are registered
- Payment Plans will be available
- Financial Aid will be processed for each individual semester
- Textbooks will be available to order/purchase at the Campus Store prior to the individual starts of the semester

Withdrawing from the University

- Students who participated in multi-semester registration and fully withdraw from the University during one of the semesters, the student will be removed from all of their classes for any following semester for which they are registered.