

Registration Procedures

WEB Telephone registration for matriculated students is usually conducted in April and May for the Fall semester, in October and November for the Spring semester and in March for the Summer sessions. Matriculated students may not register for more than 18 s.h. per semester unless approval is obtained from their academic dean, or, for undeclared majors, from the Office of Career & Academic Planning. Payment of tuition and fees for those students who use touch-tone or WEB registration must be made by the date indicated on the course confirmation invoice. Students who do not pay by the date indicated on the invoice will have their confirmations canceled. Students wishing to re-register after such a cancellation may do so at final registration by making selections from courses with seats remaining and paying tuition and fees at that time. WEB Telephone registration course confirmation invoices for students receiving scholarships, VA benefits, graduate assistant stipends and other financial aid must be validated by the Bursar's Office by the date indicated on the invoice. Students are responsible for this validation regardless of who is paying the bill. If such validation has not been completed by the due date on the invoice, the confirmation will be canceled. If students wish to reregister after such a cancellation, they may do so at final registration by making selections from courses with seats remaining and presenting evidence of financial aid at that time.