

# CONCORD UNIVERSITY

## DIRECTIONS FOR COURSE SELECTION AND REGISTRATION SUMMER-FALL 2009

Concord University will have a Course Selection period, for students currently enrolled, starting April 13 for Summer School and Fall Semester 2009. SUMMER AND FALL SCHEDULES WILL BE AVAILABLE PRIOR TO COURSE SELECTION.

**ACADEMIC ADVISING.** Students should make appointments with their advisers during the time of April 7 through April 16. A trial schedule must be completed with your adviser before Registration so the appointment should be made ahead of the time the student plans to course select.

**NOTE:** Students who do not have an Academic Adviser should come to A-240, Associate Dean's Office, for instructions to obtain an academic adviser.

Faculty members are asked to post their names and office hours on their doors and to keep those hours during this period so students can course select on schedule. Sign-up sheets for appointments will be provided.

**COURSE SELECTION SEQUENCE.** Students will receive their registration pin number from their adviser.

### REGISTRATION DATES.

Senior	90 or more hours	Register on April 13
Junior	60 - 89 hours	Register on April 14
Sophomore	30 - 59 hours	Register on April 15
Freshman	0 - 29 hours	Register on April 16

STUDENT MUST HAVE THEIR ADVISER OF RECORD SIGN THE TRIAL SCHEDULE BEFORE COURSE SELECTION IN THE REGISTRAR'S OFFICE IF THEY CHOOSE TO REGISTER THERE.

Any student who did not course select during the appropriate day may do so after April 16.

**PAYMENT OF FEES.** ALL PREVIOUS FINANCIAL OBLIGATIONS TO THE UNIVERSITY (E.G. PARKING AND LIBRARY FINES, RETURNED CHECKS, TUITION, AND FEES) MUST BE PAID PRIOR TO ATTEMPTING TO PAY FEES FOR THE FALL SEMESTER. PLEASE CHECK THE BILL YOU RECEIVE FROM THE BUSINESS OFFICE FOR ANY SUCH HOLDS AND/OR WARNING NOTICES.

Early payment for students who have course selected and have a valid bill must be received in the cashier's office in Athens by 4:00 p.m., August 19.

A \$25.00 late fee will be charged to THE student if payments are not completed by close of business on August 19.

All university financial obligations, including fines or charges from previous semesters, must be paid by September 8 or the student will be dropped from all classes. If dropped from classes, the student will have to re-register and pay the \$25.00 late fee and applicable interest.

**HOUSING.** Students should check their bills for information concerning their housing arrangements. Students need to report any change in residence status to the Housing Office.

**REGULAR REGISTRATION, August 18, 2009.** All students who have not completed the registration process (including payment of fees) may register on August 18.

**DROPS AND ADDS.** Students will be able to drop and/or add courses when they report for the Fall Semester. Students must retain a validated copy of the Drop/Add slip for future reference.

**FINANCIAL AID.** If a student has any questions about financial aid for the Fall Semester, they should check with the Financial Aid Office in Student Center Room 201.

ALL ANNOUNCEMENTS CONCERNING THE FALL SCHEDULE; NEW COURSES, MINI COURSES, ROOM CHANGES, OR OTHER SPECIAL ITEMS, SHOULD COME THROUGH THE ASSOCIATE DEAN'S OFFICE SO ALL SUCH INFORMATION CAN BE COORDINATED. WE APPRECIATE YOUR COOPERATION IN THIS COURSE SELECTION PERIOD.