

Eastern University Spring and Summer 2024 Registration

Class schedules will be available in Student Planning by October 23. You may register in **Student Planning** any time after your assigned priority date and start time. **Complete the Preregistration Survey before your scheduled start date to prevent any delays in registration!**

Accessing Your Student Records

You and your academic advisor have been given secure access to your student records in Student Planning. To access Student Planning, sign in to My Eastern and select Academic Plan-Registration on the self-service menu. Look for your total earned credits on your unofficial transcript and find your registration time in the table below. Please note any holds you have on your account that will keep you from being able to register will show up as a notification in the top right corner.

Preregistration Survey

All returning students are required to submit a Preregistration Survey prior to being eligible to register. Please help us to understand how you are doing and we can best help you succeed! There will be a hold on your account that will prevent you from being able to register until you have submitted this survey. You may use any of the links in this document as well as the link you see on MyEastern. Please complete this before your registration day to prevent any delays in registration. Graduating?(Congratulations!) Let us know on the survey!

When does Registration Open for You?

Undergraduate Students	See table below for your exact date and time
Graduate Students (including Palmer Seminary)	Monday, November 6, 10:00AM
Esperanza College Students	Monday, October 9, 10:00AM

****You may register at any time after your assigned time slot****

Spring/Summer 2024 Registration

- Review the Summer and Spring 2024 classes via Course Offerings or Student Planning which will be released by Monday, October 23.
- **Take the Preregistration Survey before your assigned registration date to ensure that you are able to register on time. Until you complete this survey, there will be a hold on your account that will prevent you from being able to register.**
- In Student Planning, review your progress and access the Plan & Schedule tab to select courses to add to your plan and request that your advisor review your selections. See step by step online registration instructions posted on the Registrar's Web Page.
- Contact or meet with your advisor to approve your planned courses. Depending on your program, you may not be able to register without approval from your advisor. **All Undergraduate students must have advisor approval in Student Planning prior to registration.**
- Register for your classes at or after your assigned time slot. If you register online, you do not need to hand in any paperwork to the Registrar's Office. You are not registered until you see the check mark next to your course.

- **If your class is closed or you require an override for any reason**, you must hand in an add/drop form with the appropriate signatures to the Registrar's Office.

**Paper registrations will also be processed by the Office of the Registrar until January 8 with appropriate signatures, but it is encouraged that you register online in Student Planning.

For Undergraduate Students:

YOUR ONLINE REGISTRATION PRIORITY IS BASED ON THE NUMBER OF CREDITS YOU HAVE EARNED:

REGISTRATION DATE	7:00 AM Start Time
<i>You have been assigned to...</i>	<i>If your current earned credits are...</i>
November 7	73 or greater
November 8	32-72.99
November 9	0-31.99

Traditional Undergraduate Course Loads

Less than 12 semester hours is considered part-time status and billed on a per-credit hour basis. Students on Academic Probation are limited to 16 semester hours, except by permission of the Registrar. A student with 3.0 + grade-point average may be permitted to enroll in more than 18 credits and will be charged overload tuition. This must be processed in the Registrar's Office with a signed registration form by your advisor.

Grade Reports

Faculty will file grades with the Registrar three business days after exams end. You will be able to view grades in Student Planning.

Field Experience and Internship

All undergraduate departments may offer Field Experience 395 and Internship 495, but you must have approval to register. Field experience is offered for 1 - 3 credits and is graded Pass/Fail; Internship is 2 to 12 credits and is graded.

Research and Teaching Assistantship

If you are invited to serve as a research or teaching assistant, the faculty member must submit a form for you.

Off-Campus Programs/Study Abroad

If you plan to enroll in any full-time off-campus program in the Spring 2024 semester, you must submit a completed Class Registration Form listing OFFC100 and the title of the program. Contact Brian Minster at brian.minster@eastern.edu

Private Music Lessons

Private Lesson Authorization and Teacher Assignment Form are available from the Music Office, Room 211, Workman Hall. Private lesson fees are not refundable after the Drop/Add period.

Pass/No Credit Option

Undergraduate students may designate the P/NC grading option for one **elective** course per semester (four in an academic career). **P/NC** should be clearly marked on the Class Registration form (not available online).

Prerequisite Courses

Grades of "C" or higher are required for all undergraduate prerequisite courses.

Billing and Financial Responsibility

Log in to **my.eastern.edu**. You will be able to view your billing information on Web Advisor. In addition to private music classes, other courses have fees: Athletic Training Laboratory, Science Laboratories and Student Teaching. Extra tuition is charged for more than 18 semester credit hours.