Online Registration Information

The Summer/Fall 2010 Graduate and Undergraduate Course Schedules will be available online March 29, 2010.

Summer Registration will begin on March 29, 2010 for all students.

Online registration for Fall 2010 is listed below. Students may register on or after the day scheduled for their class rank. To find your class rank (SR, JR, SO, FR, GR) go into My Ursuline and find your “unofficial transcript”, look for your Career Earned Credit Hours. This number tells you your class rank as listed below.

Online registration is accessible beginning at 5:30 am each day for SR, JR, SO and FR. Online registration is accessible beginning at 5:00 am, March 29, 2010 for Graduate students.

### Registration Schedule

<table>
<thead>
<tr>
<th>FALL 2010 Schedule</th>
<th>Class Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 29, 2010 5:00 am</td>
<td>Graduate Students</td>
</tr>
<tr>
<td>Mon, April 19, 2010 5:30 am</td>
<td>Seniors (at least 96 credit hours)</td>
</tr>
<tr>
<td>Tues, April 20, 2010 5:30 am</td>
<td>Juniors (at least 64 credit hours)</td>
</tr>
<tr>
<td>Wed, April 21, 2010 5:30 am</td>
<td>Sophomores (at least 32 credit hours)</td>
</tr>
<tr>
<td>Thurs, April 22, 2010 5:30 am</td>
<td>Freshmen (below 32 credit hours)</td>
</tr>
</tbody>
</table>

- Online registration, for Fall 2010 semester, will be available for all returning students from April 22, 2010-August 25, 2010. Online registration will close at midnight August 25, 2010.

### Accessing Online Registration:

To access online registration returning students must do the following:

- Schedule an appointment with their academic advisor during the registration advising period beginning March 29, 2010 when the course schedules are published. Registering online requires that the advisor grant registration clearance. Therefore, only students who have met with their advisor and have been granted clearance will be able to register online.

- Have a login and password to My Ursuline via the Ursuline College Homepage.

- Students entering in Fall 2010 will meet with an advisor during Orientation.
Online Registration Frequently Asked Questions (FAQ)

What must I do before I can register online?
Who is eligible for online registration?
When can I access online registration?
Adding and dropping classes online?
How do I register online?
Are there any courses I cannot register online for?
What if my course is closed?
Can I register for a Graduate course as an Undergraduate Student?
How many credit hours can I register up to?
Whom should I contact if I have more questions?

What must I do before I can register online?

• Make sure you know your login name and password for My Ursuline. If you do not have an Ursuline email account, you must apply for an Ursuline login. This is located under Current Students, Campus Resources, and “Apply for Ursuline Login”.
• Meet with your academic advisor so that they may approve your course schedule and grant you online clearance.
• Check your student record in My Ursuline: click on the Student Tab, then Course Information, under Course Schedules is were holds/alerts will be listed. If you have an “Alert” message (in red) your account is not current, please contact the Student Service Center at 1-440-646-8309 if you have any questions. You will not be able to register online if you owe a balance, have a library fine, have been academically dismissed or are provisionally admitted.

Who is eligible for online registration?

All students, with the exception of new incoming students, may register online. New students will register at Orientation.

When can I access online registration?

All student must have met with their advisor and have been granted “clearance” to access online registration.
Access to online registration is determined by your CURRENT class level. Refer to the Registration Schedule for the exact schedule. * In Progress course work does not count towards your class rank.

**Adding and Dropping Classes Online?**

During the time that they have access, students may add and drop courses online. **Students are required to meet with their advisor prior to changing their course schedule that they initially agreed upon.** All drops will be processed in the Student Service Center, Mullen 203, after the start of classes.

**How do I register online?**

Instructions for online registration are under the Registrar’s Webpage, called “Online Registration Instructions and Schedules”.

**Are there any courses I cannot register for through online registration?**

- Independent Studies.
- Catalog Courses Taken Independently.
- Music Courses: Voice and Piano. Requires Dept. Chair Signature.
- Academic Internships and CO-OPS.
- Service Learning Credit.
- Test Outs

A Course Change form, from the Student Service Center, will be needed to register for courses not meeting the prerequisites and MU 261 (Piano) and MU 271 (Voice). Turn this Course Change form into the Registrar or the Student Service Center. Independent Studies and Catalog Courses Taken Independently forms are located in the Student Service Center. Academic Internships and CO-OPS will meet with the Office of Experiential Education. Service Learning Credit forms are located under Campus Ministry. For Test Outs contact URSA, Ursuline Resources for Success in Academics

**What if my course is closed?**

If a waitlist option exists for the course(s) in question, you may add yourself to the waitlist for the course(s). If space becomes available, the Registrar’s Office will place the next student on the waitlist into the course. You will not be notified. Please check your schedule, in My Ursuline, to see if you have been added into the course. It is the student’s responsibility to resolve any further conflicts that may occur as a result of the addition of a waitlisted course.
Can I register for a Graduate course as an Undergraduate Student?

If you attempt to register for a graduate level class (courses numbered 500 and above) as an undergraduate student, you will be blocked from registering for that class.

How many credit hours can I register up to?
A student is allowed to register up to 19 credit hours. You and your advisor must get the approval of the Vice President of Academic Affairs to go above 19 credit hours.

Whom should I contact if I have more questions?

Contact the Registrar’s Office for more information regarding online registration.

Leah Sullivan
Phone: 440-646-8126
Email: lsullivan@ursuline.edu