

Online Registration Frequently Asked Questions (FAQ)

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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 where 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 "How to Register Online".

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.

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