

## 2010 Summer and Fall Registration Information for Students

This guide includes:

**Important Dates to Remember**  
**Class Registration Checklist**  
**Degree Audit Retrieval Instructions**  
**Class Registration Instructions**  
**Important Notes to Remember**  
**Summer Registration and Payment Policy**

### Important Dates To Remember

- Tuesday, March 16th – Attend Advising Chapel to set up an advising appointment with your advisor.
- Thursday, March 18th (starting @ 8:00 A.M.) – Wednesday, April 7th: **Seniors** register on the web.
- Monday, March 22nd (starting @ 8:00 A.M.) – Wednesday, April 7th: **Juniors** register on the web.
- Thursday, March 25th (starting @ 8:00 A.M.) – Wednesday, April 7th: **Sophomores and Freshmen** register on the web.
- Thursday, April 8th — Late Registration Begins. A \$25.00 Late Registration fee will be charged to returning students who register on or after April 8th. You must complete web-based registration by Wednesday, April 7th to prevent a \$25.00 Late Registration Fee.

### Class Registration Checklist

- \_\_\_ Review your Degree Audit Sheet. UNET retrieval instructions are listed on page two. Check requirements, look for errors, and prepare questions for your advisor.
- \_\_\_ Prepare a preliminary class schedule. Helpful tools include the class schedule, trial class schedule, and registration guide.
- \_\_\_ Attend advising chapel on March 16th to schedule an appointment with your advisor.
- \_\_\_ Meet with your advisor. Bring a copy of your degree audit sheet, preliminary class schedule, and any questions about your degree program. Your advisor will unlock your registration.
- \_\_\_ Register for classes. UNET instructions are listed on page two.

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## Degree Audit Sheet Retrieval Instructions:

1. Go to [www.northcentral.edu/unet](http://www.northcentral.edu/unet).
2. Click on "Course Registration."
3. To log in, type in your NCU e-mail username (typically firstname.lastname - *remember the dot*). Your password is the same password as used for your NCU email. (Don't know it? Try the "forgot password" link at [www.northcentral.edu/unet](http://www.northcentral.edu/unet) or stop by IT in MH226 with your ID card).
4. Under "Advising" on the left hand side of the screen, click on "Audit Run."
5. Under "Select Report" on the right hand side of the screen, choose "Audit Sheet."

Do you see errors on your Degree Audit sheet? Fill out a Degree Audit Correction Sheet and turn into the Registrar's Office for processing. Degree Audit Correction Sheets can be located at:

<http://www.northcentral.edu/academics/registrar/classregistrationinfo> or in the

Registrar's Office.

**Have more questions? Contact the Registrar's Office at 612-343-4409.**

## Registering On the Web:

1. Go to your advising appointment: Remember to bring your degree audit sheet & a preliminary class schedule with you. Speak with your advisor to confirm your class selections;
2. On the designated dates, register yourself on the web as follows:
  - a. Go to the NCU external website homepage - [www.northcentral.edu](http://www.northcentral.edu);
  - b. Click on "Current Students" and then click "Unet" within the Academics box;
  - c. To Log In, type your NCU e-mail username (typically firstname.lastname - *Remember the dot*). Your password is the same password for your NCU email address. (Don't know it? Stop by IT (MH226) with your ID card or call helpdesk at 612-343-4170.).
  - d. Please acquaint yourself with the Menu items located on the left hand side of the screen;
  - e. To Register, select "Course Search" from the Menu, set desired parameters, and search for courses offered. From that list, select one course desired under the "Action Column," and click on "Add" link. (You can only register for one course at a time. So, continue this procedure for each class until all classes have been registered.)

### **Important Notes To Remember:**

- To stay on track, most full time students select 15-18 registered credits per semester.
- Holds on Account: You will only be permitted to register after your advisor clears you for registration and all other holds are removed. You may want to log on to UNET prior to the beginning of registration to see if your account has any holds.
- Waitlists: Selected waitlists are maintained in the Registrar's Office. If the class you need is full and you wish to be waitlisted, please do so directly via Web-based registration. You will be notified if you have been enrolled in the class.
- Re-Taking Courses: If you are registering for a course for which you received an unsatisfactory grade and want a new grade to replace the former grade in your GPA calculation, select repeat credit as "replacement" when registering. If you are registering for a course that you need to take for additional credit (i.e.. Music lessons, ensembles), select repeat credit as "additional". Please check with the Registrar's Office if you are unsure that the course you are retaking is set up properly.
- You may register for Summer classes on the web by selecting the appropriate term.
- Web-based registration functions will close the before the first day of classes. Schedule changes on and after the first day of classes for the term must be done directly through the Registrar's office.
- Once you begin registering, you will have until midnight to make adjustments to your schedule. Changes made after midnight will incur a \$10 schedule change fee.

### **Summer Registration and Payment Policy:**

- Registration for summer is open during the regularly scheduled registration periods (March 18-April 7). There will be a \$25.00 late registration fee for students who do not register for Fall or Summer courses prior to the end of the registration period, April 7th.
- Tuition and fees for courses all summer sessions will be due on May 1st or students will be dropped from the course(s).
- A \$100.00 reinstatement fee will be incurred if a student begins attendance without registering.