Reminders and Important Information

Scheduling Timetable:
- Nov 9-10: Undergraduate Priority and Graduate Students
- Nov 13: 90+ credits
- Nov 14: 60+ credits
- Nov 15: 30+ credits
- Nov 16: 15+ credits
- Nov 17: 0-14 credits
- Nov 18: Open Enrollment

Scheduling Begins at 8:00 am each day **November 9th through Add/Drop**.
Once a student reaches their scheduling appointment it will remain open until Open Enrollment

Holds:
- All undergraduate degree seeking students were issued an Advising Hold.
- This hold must be removed by their advisor before they are able to schedule.
- **Advisors can remove this hold** in Faculty Self Service on the upper right of their screen by clicking Release.
- Any student who does not meet with their Academic Advisor will have the hold released automatically on November 18th for Open Enrollment.

Any student that has a hold (from Student Billing, etc.) that impacts registration will need to see the office that placed the hold to have it removed before they can schedule classes

Overrides:
If a student needs overrides to get into a specific class, they are handled by the Department Chair and/or secretary. (SFASRPO) These overrides include:
- Prerequisites
- Time Conflict
- Capacity
- Major
- Repeat Limit
- Repeat Hour

Credit Overrides
Undergrad: If an undergraduate student wants to take more than 18 credits in the spring
Grad: If a graduate student wants to take more than 12 credits in the spring

- An email granting permission to do so must come from
  - Advisor if the GPA is 3.0 or higher
  - Department Chair must approve if the GPA is 2.99 or lower
- An email must be sent to registrar@commonwealthu.edu so that our office can change the allowable credits for the student.
- The limit for both GR and UG students in the winter is 7 credits.
- Please ensure that students are aware that this overload will generate additional charges.
Once the override is added for the student

- The student will then be able to schedule this course on their own.
- If departments already know of specific overrides needed for students, they can be added prior to the scheduling period so that when the scheduling opens for the student, they will be able to schedule the course in question.

**Internship/Individualized Instruction/Independent Study:**

DocuSign forms should be submitted for any students needing to schedule an Internship/Individualized Instruction/Independent Study.

When submitting or reviewing these forms, please ensure the following are accurate on the form:

- Correct credits
- Course numbers
- Part of term

In addition, if you are aware that a student will have more than 18 credits in the spring or 7 credits in the winter, please also have the chair email registrar@commonwealthu.edu to approve the credit overload.

**Degree Works**

Please utilize Degree Works to assist students with knowing their degree requirements and classes needed for scheduling.

- If there are problems with a student’s degree audit, please add this information on the issues Log located in Degree Works.
- The Office of the Registrar as well as our consultants are reviewing this information daily.
- Resolutions to issues will be noted on the Issues Log as they are addressed.
- There will be Live Help available during the scheduling time period.