

## *Registration Information and Instructions*

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### How to Apply

If you're new to Shawnee State, call the University's admission office at 740.351.4778 or 1.800.959.2778 (toll-free, long distance) and ask us to mail an application to you. Complete the form and return it to the admission office. You may also apply online by visiting <http://www.shawnee.edu/> and clicking the "APPLY FOR ADMISSION" link.

You will need to send us your high school transcript or GED test scores, as well as official college transcripts for any classes taken previously.

Whether you're a new or returning student, talk to the admission staff. We would like to get to know you.

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### Advising

If you are a degree-seeking freshman, you must contact the Success Center at 740.351.3594 (Massie Hall, first floor east). Staff there will help you contact an advisor who will help you plan your schedule. Advising is mandatory for all freshmen (fewer than 30 cumulative earned hours), sophomores with fewer than 60 cumulative earned hours but moving to junior status at the end of the semester, and juniors with fewer than 90 cumulative hours earned but moving to senior status at the end of the semester. Advisor approval is also required for students currently admitted to health science programs. Please contact your academic advisor for assistance if you are enrolled in a health science program.

You are strongly encouraged to contact your academic advisor to discuss your schedule. In the event that you do not have an academic advisor, please contact the secretary of the department for your declared major. If you attended Shawnee State last term, but haven't declared a major, take your planned schedule to the Success Center. Staff there will assist you.

Check the list below to find your department's office location and phone number.

<b>Program</b>	<b>Contact</b>	<b>Location &amp; Phone Number</b>
Business Administration <i>Accounting • Business Administration • Business Information Systems • Management Information Systems • Health Management • Legal Assisting • Office Administration</i>	Secretary	KRI, Ground Floor, 351.3215
Engineering Technologies <i>Computer Aided Drafting and Design • Computer Engineering Technology • Digital Simulation &amp; Gaming Engineering Technology • Electromechanical Engineering Technology • Environmental Engineering Technology • Plastics Engineering Technology</i>	Secretary	ATC, 2nd Floor, 351.3224

English and Humanities	Secretary	MAS, 4th Floor, 351.3300
Fine, Digital, & Performing Arts	Secretary	VRCFA, 3rd Floor, 351.3118
Health Sciences	Secretary	ALH, 1st Floor, 351.3270 <i>Dental Hygiene • Emergency Medical Technology • Medical Laboratory Technology • Occupational Therapy • Occupational Therapy Assistant • Nursing • Physical Therapist Assistant • Radiologic Technology • Respiratory Therapy • Registered Nurse-Bachelor of Science in Nursing • Sports Studies</i>
Individualized Studies	Committee Chair	
Mathematical Sciences	Secretary	MAS, 4th Floor, 351.3301
Natural Sciences	Secretary	MAS, 3rd Floor, 351.3456
Pre-Health Science	Student Success Center	MAS, 1st Floor, 351.3594
Social Sciences	Secretary	MAS, 2nd Floor, 351.3234
Teacher Education	Secretary	EDU, 1st Floor, 351.3451
Undecided/Undeclared	Student Success Center	MAS, 1st Floor, 351.3594

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## Registration

You may register via MySSU or in person in the Student Business Center. The approval of the registrar is required if you are attempting to schedule more than 20 credit hours.

### Registration in Person

Obtain a blue registration form from the Student Business Center. Complete the form, following the instructions that are included, and submit it to the Student Business Center (University Center, room 238) during regular business hours — 8 a.m. to 5:00 p.m., Monday through Thursday, and 9 a.m. to 4:30 p.m. Fridays. Your registration will be processed immediately with a course schedule prepared while you wait.

### Registration via MySSU

Shawnee State University's online student information system is available for registration from any internet accessible computer, 7 days a week through the last day to add a course for any particular session.

Access MySSU by clicking the "MySSU" link on the SSU home page (<http://www.shawnee.edu/>). You will need to enter your user ID # (your student ID number) and your password. Your initial password is your four-digit year of birth (example: 1988), followed by your two-digit month of birth (example: 05 = May), followed by your two-digit day of birth (example: 22), (1988 May 22 = 19880522). **You should change your initial password to something more secure as soon as possible by clicking on "Personal Info."** Once logged in, click on "Student" at the top of the page. Detailed instructions for online registration appear below.

**Please Note:** It is your responsibility as a student to check the accuracy of your schedule. After processing changes to your schedule, examine your schedule and bill to ensure that the changes were successful. You are encouraged to print a copy of your updated schedule for your records.

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### How to use MySSU Web Registration

- 1) Login.
    - a) Go to <http://www.shawnee.edu>.
    - b) Click on “MySSU” under Quick Links.
    - c) Enter the following:
      - i) User ID: (Student ID#) Your student ID number is on your ID card, your bill, your schedule, etc.
      - ii) Password: (Birthdate – YYYYMMDD, Example: 19880522).
  - 2) Click on “Student” at the top of the page.
  - 3) Read the statement under “Course Schedules” carefully. It explains your responsibilities in registering for classes at SSU.
  - 4) Scroll down on the page and click “Add/Drop Courses.”
  - 5) Select the correct academic term for which you are registering. Make sure the term is SM10 or FA10.
  - 6) You may register only during your assigned time – check Registration Windows below. Your advisor should have cleared you to register when you met for advising (if required). You may not register if you have a registration hold.
  - 7) To *add a course*:
    - a) Enter the full course code (e.g., ENGL1101), with no spaces.
    - b) Enter section (e.g., 02).
    - c) Click “Add Course(s).”
  - 8) Note any messages that appear at the top of the screen. These will explain why you cannot add a class (e.g., no open seats, you do not meet the prerequisites). If you do not meet the requisite for a course, you must see the professor to get permission to be added.
  - 9) To *drop a course*:
    - a) Select the course by clicking the box to the left of it.
    - b) Click “Drop Selected Courses.”
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### When to Register

Registration starts each term with “Priority Registration” for currently enrolled students beginning at 12:01. Please see “Important dates” for each terms registration dates at the following address: <http://www.shawnee.edu/off/reg/courses.html>.

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### Schedule Changes

**Adding a Class** – Once you are registered, you may decide you'd like to add a class to your schedule. To do so, complete a blue add/drop form in the Student Business Center or make the change via MySSU. Deadlines are listed on the “Important Dates” web page at the following address: <http://www.shawnee.edu/off/reg/courses.html>.

**Dropping a Class** – You may drop a class via MySSU throughout the 100% refund period (and the course will not appear on your academic record). After this date, you can drop a class via MySSU and a grade of “WD” will appear on you transcript. Deadlines are listed on the “Important Dates” web page at the following address: <http://www.shawnee.edu/off/reg/courses.html>.

**Complete Withdrawal** – You may withdraw from all of your courses by dropping them using MySSU through the drop/withdraw period. Refunds/grades of WD will be issued according to the refund schedules published by the Bursar. Deadlines are listed on the “Important Dates” web page at the following address: <http://www.shawnee.edu/off/reg/courses.html>.

## Confirmation and Billing

Your schedule appears on your billing statement. It is the students responsibility to access their bill via their MySSU account. It is the responsibility of the student to pay tuition and fees by the stated deadline. **The University does not mail bills to students.**

## Prerequisites

Many courses at the University require the satisfaction of prerequisites prior to enrolling in the course. Prerequisites may be met by successful completion of the courses listed or by placement testing.

## Registration Holds

If you have a “hold” on your registration, you will not be permitted to complete your registration until the hold has been released by the initiating office. The possible holds and office locations are:

- Bursar – UNC 238, 740.351.4357
- Financial Aid – UNC 238, 740.351.4357
- Registrar’s Office – UNC 238, 740.351.4357
- Student Affairs – UNC 200, 740.351.3280

## Pass/No-Credit Grading Option

You may register for courses on a pass/no-credit basis by completing the proper form in the Student Business Center (UNC 238). See “Important Dates” for the deadline: <http://www.shawnee.edu/off/reg/courses.html>.

## Non-Credit

You may register for courses and receive no credit (no grade) for the courses by completing the proper form in the Student Business Center (UNC 238). See “Important Dates” for the deadline: <http://www.shawnee.edu/off/reg/courses.html>.

## Credit Limitations

You are limited to registering for a maximum of 20 credit hours. Additional credits may be added to your schedule with the approval of the Registrar (UNC 238). **There is a tuition surcharge for enrolling in more than 18 credit hours in any given term.**

## Variable Credit Course

Some courses are offered for a variable number of credit hours and are identified in the course descriptions as being variable credit. You may register for variable credits by going to the Student Business Center (UNC 238) to have these courses added to your schedule and/or change the number of hours.

# FAQs

## When will I receive a bill for my tuition?

Shawnee State University does not mail student bills. Current student bills are available to view/print on line. Go to <http://www.shawnee.edu/>, click on "MySSS", log in, click on "Student" tab, click on "Billing Information", click on "Course and Fee Statement", click on "Generate my Course and Fee Statement", click on "View my Course and Fee Statement" to print a copy of your bill.

## May I request courses by arrangement?

Yes. Come to the Student Business Center (UNC 238) and ask for a Course Credit by Arrangement form. Obtain all of the required signatures and return the form to the Student Business Center (UNC 238). This option is not available via MySSU.

## Do you need to know when I move?

Yes. You are responsible for notifying the Office of the Registrar when a change of address occurs. Address changes can be done on line via your MySSU account using your Personal Info Tab. Address changes may also be made in person in the Student Business Center (UNC 238), Monday through Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 9:00 a.m. to 4:30 p.m.

## Is my personal information confidential?

The University provides student directory data to the public, showing the student's name, address, telephone number, and e-mail address. You may prohibit the release of any information by making a written request with the Student Business Center (UNC 238) prior to the start of the term.

## What happens if I quit going to class?

It is your responsibility to conduct your initial registration and any subsequent schedule changes. Failure to drop courses by the published deadline will result in failing grades. Tuition and fees also remain your responsibility.

## What is the punishment for tampering with a student's registration?

A student who tampers or attempts to tamper with the registration records of another student, including, but not limited to, dropping or adding courses, is subject to disciplinary action.

## How do I withdraw from the University?

You may withdraw from the University through the last day to drop/withdraw by dropping the courses via your MySSU account. See "Important Dates" for the deadline: <http://www.shawnee.edu/off/reg/courses.html>. You can also withdraw by completing the appropriate form in the Student Business Center (UNC 238).

## Is academic assistance available to students with documented disabilities?

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require Shawnee State University to provide academic adjustments or accommodations for students with documented disabilities. Students seeking academic adjustments or accommodations must self-identify with the coordinator of disability services, Student Success Center, Massie Hall at 740.351.3276. After meeting with the coordinator, students are encouraged to meet with their instructors to discuss their needs, and if applicable, any classroom or lab safety concerns related to their disabilities.