

TIMELINE FOR GRADUATE STUDENT REGISTRATION FOR SPRING 2020

Last day of Graduate Fall semester classes is Thursday, December 5, 2019

Spring Semester Graduate classes start Monday, January 13, 2020

Dates	Registration timeline description
Mon., November 11 (10:00am) - Mon., December 30, 2019	<p>On-Line WebAdvisor open for registration for Spring 2020 courses:</p> <ul style="list-style-type: none"> • All students <i>with</i> Assumption e-mail accounts and portal access register online via MyAssumption.Portal, WebAdvisor for students. • Students <i>without</i> Assumption e-mail accounts and portal access must complete the manual/paper registration process described below. • Immediate Billing function adds tuition charges and fees upon registration to students' accounts. • Registration triggers email confirming registration and stating that charges have been posted to student's account.
Mon., November 11 – Tues., December 31, 2019	<p>Student Payment Period for Spring Semester Courses Students can pay the charges on their accounts on-line through the Student Account Center via MyAssumption.Portal, which is the preferred method of payment. The Student Account Center can be accessed 24/7 and payments are secure and post in real time. Payments can be made over the phone with TMS/Nelnet at 1-800-279-1914. Payments can also be made in person with cash or bank check at the Cashier's Office on campus weekday mornings between 8:30 and 11:45am. Note that the College offices are closed Dec. 21, 2019 - Jan. 1, 2020. <u>Payment for Spring Semester courses must be received by 11:59pm December 31, 2019.</u></p> <p>An auto-generated email reminder will be sent to those who haven't paid on Mon., December 30, 2019.</p> <p>Manual/Paper Registration <i>Students who miss the on-line registration period can enroll in courses by contacting the Grad Program assistants. Once the paper registration form is completed and proof of payment is presented the Registrar's Office will enroll the student.</i></p>
Thurs., January 2, 2020	<p>Spring Semester Students Unregistered for Non-Payment Students who did not remit payment by 11:59pm on December 31, 2019 will be un-enrolled from all Spring Semester classes. Students who are unregistered for non-payment are responsible for any and all registration fees, as these fees are non-refundable.</p>
Fri., January 3 – Fri., January 17, 2020	<p>Re-registration Period for Spring Semester Courses: Manual/paper registration for any student who did not complete online registration or was unregistered for non-payment. Proof of payment is required at the time of registration.</p>
Mon., January 13, 2020	<p>Spring Semester Graduate classes begin</p>