



SCHOOL OF
GRADUATE STUDIES

TIMELINE FOR GRADUATE STUDENT REGISTRATION FOR SPRING 2022

Notes: Undergraduate course selection starts Monday, November 1, 2021

Last day of Fall 2021 Graduate classes is Monday, December 13, 2021

Spring Semester Undergraduate and Graduate classes start Monday, January 10, 2022

****Please note that ALL students must sign the Financial Responsibility Agreement before registration can take place. The agreement is posted on students' WebAdvisor sites and must be signed and submitted electronically before each spring and summer semester (and fall, if starting in the fall semester).***

Dates	Registration timeline description
Fri., October 22, 2021	Deadline for Directors to submit course listings to the Registrar and Dean of GS
Mon., November 1 (10:00am) - (Wed., December 29, 2021)	On-Line WebAdvisor opens for registration for Spring 2022 courses: <ul style="list-style-type: none"> All students <u>with</u> Assumption e-mail accounts and portal access register online via MyAssumption.Portal, WebAdvisor for students. Students <u>without</u> Assumption e-mail accounts and portal access must complete the manual paper registration process described below. The Financial Responsibility Agreement found in WebAdvisor must be signed and submitted electronically before registration can take place The Immediate Billing function adds tuition charges and fees to students' accounts upon registration. Registration triggers email confirming registration and stating that charges have been posted to student's account.
Mon., November 1, 2021 – Tues., January 4, 2022	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. Note that all University offices will be closed Dec. 24, 2021 - Jan. 2, 2022. <u>Payment for Spring Semester courses must be received by 11:59pm January 4, 2022.</u> 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>
Wed., January 5, 2022	Access to Brightspace course sites denied to students who have not made payment Students are sent email stating that Brightspace access will be restored after payment is made. If payment is not made by Thurs., January 13, 2022, student will be un-enrolled.
Mon., January 10, 2022	Spring Semester Graduate classes begin
Fri., January 14, 2022	Spring Semester Graduate Students Unregistered for Non-Payment Students who did not remit payment by 11:59pm on Thursday, January 13, 2022 will be un-enrolled from all Spring Semester classes.