

Registration FAQs

Q: When do I register for my graduate course?

A: All graduate students (returning matriculated, newly accepted, newly accepted Assumption College undergraduates, and non-matriculated) register during the Graduate Registration Period. View more detailed registration information here.

Q: I am a graduate student, do I register online?

A: Returning matriculated students and newly accepted students may register online via MyAssumption.Portal using WebAdvisor. Non-matriculated students complete a manual registration process through their respective graduate program office as they do not have MyAssumption.Portal access.

Q: How do I register online?

A: View the Quick Guide for online registration instructions. Please take a moment to view this helpful material prior to and/or during the registration process. The recommended web browsers for online course registration are Internet Explorer or Firefox. (Note: Google Chrome and Safari may cause technical problems and prevent successful online registration.)

Q: What happens if a technical problem occurs and I can't complete my registration online?

A: If you are experiencing a technical problem completing the online registration process, please contact the IT Helpdesk at 508-767-7060. The recommended web browsers for online course registration are Internet Explorer or Firefox. (Note: Google Chrome and Safari may cause technical problems and prevent online registration.)

Q: What happens if I miss the online Graduate Registration Period?

A: Students who miss the online Graduate Registration Period will have an opportunity to register manually during the Re-Registration Period. Please be reminded that seats are limited and registration is on a first-come basis. Please visit the Graduate Registration calendar for re-registration dates.

Q: I am a non-matriculated student, why can't I register online?

A: Preference is given to matriculated graduate students, both newly accepted and returning. Non-matriculated students' registrations are manually processed through their respective graduate program office after newly accepted and returning matriculated students have registered.

Q: I am a non-matriculated graduate student, how do I get my student account access?

A: Be sure you have completed the One-Time Email Authorization form found on the Graduate Studies Accepted Student webpage and return it to Graduate Studies. Once we have received your completed authorization form and your registration has been processed by the Registrar's Office, you will be sent your student account access information within 3-5 business days.

Q: How do I pay for my courses?

A: The answer to this question depends upon your form of payment. Please see the different payment options below. Read the information carefully to be sure that you are compliant by the designated registration date:

For graduate students who have MyAssumption.Portal access, you can remit your payment via the Student Account Center through the MyAssumption.Portal by the payment deadline. One-time payments made through the Student Account Center post in real-time 24/7 and can be made by Checking, Savings Account or Credit Card via the Student Account Center - A nominal fee will be applied when paying by credit/debit cards.

For graduate students who do not have MyAssumption.Portal access, you can remit online through Payment Gateway by the payment deadline. Select Make a One-Time Payment, and under This payment applies toward, choose "Graduate Tuition Payment." Payments can be made by Checking, Savings Account or Credit Card via Payment Gateway - A nominal fee will be applied when paying by credit/debit cards.

Financial Aid – Your financial aid must be “secured” by the payment deadline. Otherwise, you will be responsible for payment in full. For financial aid questions, please contact fa@assumption.edu, 508-767-7158.

Payment Plan – To enroll in a payment plan for the Fall or Spring terms (note that the payment plan is not available for Summer terms), visit the Student Account Center via the MyAssumption.Portal. Details regarding the graduate payment plan can be found at <https://www.assumption.edu/finance/payment-plan/graduate-payment-plan> or call Douglas at 508-767-7471.

Assumption College Employee Using the College's Tuition Remission including Graduate Assistantships - You must have your tuition remission form completed and approved prior to registration. For Tuition Remission questions, please contact Human Resources at 508-767-7318.

Clinical Counseling Psychology Program Graduate Fellowship - You need to contact the Clinical Counseling Psychology program office prior to registration.

Other Forms of Tuition Discount - You will need to have all supporting documentation to your respective graduate program office prior the Registration Period. These types of discounts include: City of Worcester/MBA, Diocese of Worcester, HECCMA (formerly the Worcester Consortium), Nativity School, UMass Medical School (UMMS), Assumption Voucher, Veteran's benefits, or Scholarship.

Q: When do I pay for my courses?

A: The Finance Office will process charges onto all student accounts and send an electronic billing statement through the Student Account Center. An invite to view your bill will be sent to you through your Assumption email account stating that your bill is available for viewing through the Student Account Center via the MyAssumption.Portal (student portal). You will need to log into your Student Account Center through student portal. The Student Account Center will provide your student account information including account summary, activity and statements with the options to pay including enrolling in a payment plan. Students can remit through the Student Account Center. Students may also make payments in person or by mail by the deadline date. Remember, payments must be received by Assumption College by the payment deadline (be sure to include your student ID when remitting payment). Students who do not remit their account balance by the payment due date will be unregistered for non-payment. This results in a graduate student being automatically removed from all classes for the registration semester. Graduate students who are unregistered for non-payment are responsible for any and all registration fees, as these fees are non-refundable.

Q: If I am receiving federal financial aid, how many courses do I need to register for each semester?

A: Graduate students must register and complete a minimum of six credits to remain in compliance and be eligible for financial aid for each of the following semesters:

For the Fall and Spring semesters: A minimum of 6 credits.

For Summer semester: May-August: A minimum of 6 credits, (Clinical Counseling Psychology and Online Rehabilitation Counseling programs only),

For Summer I (May-July) and Summer II (July-August): A minimum of 6 credits combined for Summer I and Summer II.

Please note MBA Foundation courses are 2 credits each

Q: If I am unregistered for non-payment and want to take courses for the semester, can I register for courses?

A: Graduate students who are unregistered for non-payment may re-register for courses during the Re-Registration Period. A registration fee of \$20 is required at the time of re-registration and your student account must be paid in full prior to your re-registration being processed. Please visit the Graduate Registration calendar for re-registration dates.

Q: What do I do if I change my mind about classes after I have registered?

A: If you change your mind during the Graduate Registration Period changes can be made to your schedule via MyAssumption.Portal using WebAdvisor; otherwise contact your respective graduate program office for assistance up until the close of online registration.

Q: I am trying to register online and cannot locate the course I need to register for the semester.

A: There are several ways to search for a course in WebAdvisor. Refer to the Quick Guide for online registration instructions. Also, be sure that you have chosen the correct semester. You can also view the course schedule listing for the course name, number, section number and professor. This information will help you when searching for the course on WebAdvisor.

Q: The course I want to take has prerequisites. If I have not taken all the prerequisites, can I still register for the course?

A: Technically, no. You will need to contact your graduate advisor or the program director to determine if you are eligible to take the course without having met the required prerequisites.

Q: When registering for the summer semester, which semester do I choose?

The different graduate programs have unique summer semesters as follows:

Summer (May - July) include Clinical Counseling Psychology and Rehabilitation Counseling Online courses. Our MBA CPA Exam Review Course runs May – August .

All remaining programs' curriculum offer two summer semesters: Summer I (May - June) and Summer II (June - August).

Q: I want to register for Summer I and Summer II, but can only afford to pay for Summer I at this time. Can I still register for my Summer II course and pay for it in June?

A: Students will be billed for the courses they registered for during any given registration period. Payment is due and expected by the payment deadline. If a student fails to pay any given semester (i.e., Summer I or Summer II), the student will be unregistered for the semester that was not paid. Note: In this scenario, if you are unsure about your ability to remit for Summer II, we recommend you register for Summer II through the manual registration process. Contact your respective graduate program office for more information.