



EDGEWOOD COLLEGE REGISTRATION GUIDE

HAVE QUESTIONS? TRY EDGEWOOD CENTRAL FIRST!

Students can get most of their enrollment related questions answered in one location! Edgewood Central, in DeRicci 210, serves students regarding Financial Aid, Student Accounts, and Registration. The Business Office and Registrar's Office remain open and available on a referral basis.

Business Office: 608-663-2229 or businessoffice@edgewood.edu

Registrar's Office: 608-663-3256 or registrar@edgewood.edu

QUICK NOTES

Registration dates and times are posted on Edgewood Express approximately 2 weeks before priority registration begins. After logging in to Express, click "Students" and then "Courses and Registration."

Bills will be available via email about one month prior to the beginning of the semester.

Course listings are available for viewing on Edgewood Express two weeks before priority registration begins.

Online Payments are now available on Edgewood Express.

WHO TO ASK

Questions about courses, registration: Edgewood Central, DeRicci 210; 663-4300

Admissions – Undergraduate and Post baccalaureate: 663-2294

Admissions – Graduate, Professional Development and Accelerated Program: 663-4243

Billing and payment, financial aid: Edgewood Central, DeRicci 210; 663-4300

User names and passwords: Technology Assistance Center, 663-6900.

EDGEWOOD EXPRESS REGISTRATION INFORMATION

1. Your Registration Date and Time

Your registration date and time can be found on Edgewood Express approximately two weeks before Priority Registration begins. An email reminder will be sent to your Edgewood account when your date and time is posted and will give you more information about Priority Registration.

2. Meet with Your Advisor (Undergraduates/Post baccalaureates)

All undergraduate and post baccalaureate students must meet with their academic advisor in order to register for courses. Your advisor will clear you for registration after your meeting.

3. Layout your course options

List out alternative courses in case a course of your choice is full.

4. Go to

<http://express.edgewood.edu>

- Enter your Edgewood user name and password.
- Click on "Students" (upper left side of the screen).
- Click on "Courses and Registration."
 - Your Priority Registration information will display.
- Click "Complete the Personal Info Update form" and follow the instructions (if applicable)
- Click "Complete the Registration Agreement form" (if applicable)
- Click "Add/Drop" to search for courses
 - Choose the correct term from the dropdown
 - For best results search by Division and Department.

5. Adding and Dropping Courses

Select courses by checking the box in the "Add" column to the left of the course numbers. Courses may be added/dropped via Edgewood Express according to the registration deadlines, which can be found at <http://registrar.edgewood.edu/Academic-Dates-and-Deadlines>.

Note: If a course doesn't have a check box, contact Edgewood Central at 608-663-4300.

Once registered for a course, you are responsible for payment of all tuition and fees, and for grades in these courses, unless you officially drop them or withdraw from Edgewood by the appropriate deadlines.

Prerequisites and corequisites are strictly enforced. You can see the prereqs and coreqs in Course Search by clicking on the course number. If any requisites exist for the course, there is a message in the middle of the screen that reads "This course has other requirements." There is a link to see the Course Requisites.

If you need to talk to somebody about waiving the requisites listed, first print your unofficial transcript from Express so you have an easy reference of the coursework you've taken. Then provide that unofficial transcript to the instructor of the course. If the instructor is not available or if no instructor is assigned, please contact the department chairperson. You can contact Edgewood Central at edgewoodcentral@edgewood.edu or 608-663-4300 for a list of department chairs. You can also contact the Academic Success and Career Development Center at success@edgewood.edu or 608-663-2281 for assistance.

If dropping by paper, Add/Drop forms must be submitted to Edgewood Central by the close of business. The date the form is received will determine the ramifications of the drop.

6. Verify Your Schedule

After adding your courses, go to "My Schedule" (Edgewood Express/Students/Courses and Registration) by scrolling down and verify your adds/drops have been processed. Each time you add or drop a class, check your schedule for accuracy.

7. Print Your Schedule

You must bring your printed schedule with you to purchase your textbooks at the Edgewood College Bookstore.

8. Log Out to ensure the security of your student information.

TROUBLESHOOTING TIPS

If you experience problems when registering, check if any of the following apply:

- Did you enter the correct User Name and Password? ***If your logon is unsuccessful or if you have forgotten your Edgewood user name or password, please contact the Technology Assistance Center at 663-6900.***
- Have you met with your academic advisor and has s/he cleared you for registration?
- Has your earliest registration time arrived? You must wait until your scheduled time to register for courses. You may view course information at any time, but you will only be allowed to register after your scheduled time. NOTE: if you logged in before your scheduled time, you may need to log out and then log back in!
- Do you owe money to the college? All financial obligations to the college must be met before you may register.
- Verify that you do not have any other holds placed on your account.

If you cannot gain access to a specific class, check for the following:

- Is the class full?
- Does the course have prerequisites (see above)?
- Have you contacted the instructor of a course which requires "consent of instructor"? (See *College Catalogue*)

If you cannot determine the problem, please call Edgewood Central, 663-4300.

Important Student Information

ADMINISTRATIVE WITHDRAWAL

Edgewood College reserves the right to withdraw any student from classes at any time during the semester or term for reasons such as (but not limited to):

- Disruptive behavior in the classroom which interferes with the learning of other students
- Lack of course prerequisite(s).
- Lack of instructor, advisor or departmental approval for course
- Academic dishonesty

Once registered, the student retains responsibility and financial liability for all enrolled courses.

Tuition refunds will **not** be granted when students are withdrawn by the institution for cause.

ARRANGED COURSES

Students registering for arranged courses, including independent study, must contact the instructor for more information.

AUDITING

You cannot register to audit a course using Edgewood Express. If you wish to AUDIT a course, obtain and complete an Add/Drop form which requires instructor signature. A course being audited carries no degree credit and is not counted in the grade point average. Any student who audits a course is expected to attend class regularly, but is not subject to testing or other forms of instructional evaluation. Consult the *College Catalogue* for requirements and details.

BUCKLEY AMENDMENT

The Family Educational Rights and Privacy Act of 1974 provides that, with certain explicit exceptions, students have the right to determine who will see their records (confidentiality) and students have the right to see their records (accessibility). Detailed information as to the provisions of the Act and its applications on this campus may be obtained in the Student Handbook, available at the Dean of Students Office.

CONSENT OF INSTRUCTOR

Courses that require "Consent of Instructor" are indicated on Edgewood Express. The instructor will have to grant you Course Authorization before you can register for the course.

FALL AND SPRING COURSE WITHDRAWAL

A student may withdraw from a course until the last day to withdraw for the given term. These deadlines can be found at <http://registrar.edgewood.edu/Academic-Dates-and-Deadlines>. If a student withdraws during the first ten weeks of school (first five weeks of a session course), a grade of **'W' will be recorded for the current semester. After the tenth week (after the fifth week for session courses), he or she will receive an 'F' for each of the courses he or she withdraws.** Withdrawal does not remove the costs incurred for the semester in question.

SUMMER COURSE WITHDRAWALS

Students withdrawing from Summer courses after the second class period will receive a 'W' as the grade. Withdrawals completed after the drop deadline (2/3 the length of the course) will receive a grade of 'F'.

WINTERIM COURSE WITHDRAWALS

Student withdrawing from a Winterim course after the first day of the term will receive a 'W' as the grade. Withdrawals completed after the drop deadline (2/3 the length of the course) will receive a grade of 'F'.

When a student wishes to withdraw from **all courses**, he or she should obtain an Add/Drop Form from Edgewood Central. If you live in campus housing, it needs to be signed by the Dean of Students or the Director of Residence Life. The form must be returned to Edgewood Central.

CROSS LISTED COURSES

Some academic departments allow their courses to be listed under another department's course offerings; these are considered "cross-listed." In Edgewood Express, the secondary department's course(s) may be shown as "open" when the course is actually full. Students will still be unable to register for the class, but the "open" status can be misleading.

FINAL EXAMS

Refer to your schedule on Edgewood Express for your exam date, time, and location. Summer final exams will be scheduled on the last class day.

GRADES

Grades are viewable on Edgewood Express.

HOLDS

If a registration hold has been placed on your record, you will not be allowed to register. Please contact the office that placed the hold to make arrangements to clear the hold. When the hold is cleared by the appropriate office, you will be able to register.

HONORS COURSES

Honors courses are indicated by HN as the course section number.

INCOMPLETES

The grade of "Incomplete" is given only for reasons of health or other serious emergencies. A student must make arrangements in advance for an Incomplete. The grade of Incomplete must be replaced with a grade within ten weeks of the end of the semester in which the Incomplete is given. If the work is not made up and a grade change is not received by the Registrar's Office by the ten-week deadline, the grade will become an "F". It is the **student's responsibility** to maintain contact with the instructor regarding grades of Incomplete.

INDEPENDENT STUDY

All Independent Study courses require a completed Independent Study contract including all signatures. To register for an Independent Study, you must submit the Independent Study Contract to Edgewood Central.

MAXIMUM CREDIT LOAD

A full-time credit load for undergraduate and post baccalaureate students is 12-17 credits. Undergraduate and post baccalaureate students may register for a maximum of 18 credits. If you wish to register for over 18 credits, you must receive the approval of the Associate Academic Dean. Once registered over 17 credits, additional charges will apply. See *Tuition and Fee information* at <http://registrar.edgewood.edu/Student-Resources>.

NON-ATTENDANCE

NOT ATTENDING CLASS, ABSENCE FROM CLASSES OR INFORMING THE INSTRUCTOR DOES NOT CONSTITUTE DROPPING THE COURSE, AND WILL RESULT IN A GRADE OF 'F' FOR THE COURSE(S). Students who stop attending or who never attended a class must formally drop the class following official drop/add procedures. Failure to do so will result in liability for all tuition and fees associated with the course and a grade of '**F**' recorded for the course at the end of the semester. This policy is for all terms, including the Winterim term.

NON DISCRIMINATION

Edgewood College, in accordance with its long term commitment to the principles of social justice, does not discriminate on the basis of race, color, religion, national origin, handicap, sex, sexual orientation, or age.

NR (Not Reported) Grade

A grade of 'NR' is given when an instructor has not reported a grade for a student. Grades of 'NR' lapse into 'F' two weeks after the end of the term. Please consult your instructor *immediately* if you receive a grade of 'NR.'

PASS/FAIL

Pass/Fail Forms must be filed at Edgewood Central within two weeks after classes begin. Juniors and seniors with a 2.5 cumulative grade point average may carry one course each semester on a pass/fail basis. However, General Education requirements must be taken for letter grades. Signed pass/fail option forms must be submitted within two weeks from the first class meeting. Once taken, the pass/fail option may not be revoked. Graduate Students: see *Graduate Catalog*. **Limited, Non-degree and Special Status students may not take courses on a pass/fail basis. General education courses may not be taken on a pass/fail basis.**

PREREQUISITES

Courses having prerequisites are indicated on Edgewood Express and in the catalogue. Verify in the *College Catalogue* that you have completed the prerequisite before registering for the class. Instructors may withdraw a student from a course if the student has not met the prerequisites for the course. A student may or may not receive a tuition refund if withdrawn by the instructor, depending on the date the form is received by Edgewood Central. Students enrolled in courses for which they do not have the prerequisites are not eligible for tutoring services through Learning Support Services.

RIGHT TO KNOW

The Student Right to Know and Campus Security Act was signed into law November 8, 1990. This federal legislation requires colleges and universities whose students receive federal financial assistance to disclose and report the graduation/persistence rates for full-time undergraduate students. Edgewood is in compliance with Title I, Sections 103 and 104 of the Student Right to Know Act (PL 101545 as amended by PL 10226). Students may obtain information on graduation rates by contacting the Office of Institutional Research, Edgewood College, 1000 Edgewood College Drive, Madison WI 53711; 608-663-2223.

SCHEDULE CHANGE

Classroom/Schedules are subject to change. Continue to verify your schedule on Edgewood Express.

STUDENTS WITH DISABILITIES

Services for students with disabilities are coordinated through Learning Support Services (LSS) located in the Student Resource Center in 206 DeRicci Hall. Please contact LSS at 663-2281 for further information or to schedule an appointment.

It is recommended that all information and disability documentation be submitted at least 30 days prior to the beginning of the semester for which services are requested. Requests for some services such as audio texts, Braille texts, sign language interpreting and captioning require **at least** four weeks' notice

STUDY ABROAD

Edgewood College offers several study abroad options during the coming year. Interested students should contact the Center for Global Education, 340 Predolin Hall, 663-2277, for further information.

UW COLLABORATIVE PROGRAM

Full-time undergraduate students may be eligible to participate in the Collaborative Program with the University of Wisconsin Madison. A Collaborative Program Application must be obtained from Edgewood Central and filed with the Academic Dean's Office, DeRicci 222, by July 1 for the fall semester and by December 1 for the spring semester. The Collaborative Program is limited to one course per semester. See the online *College Catalogue* for further information.

VARIABLE CREDIT COURSES

You may register for a variable credit course via Edgewood Express. The system will prompt you to select the number of credits for which you wish to be registered.

EDGEWOOD CENTRAL OFFICE HOURS

Monday–Friday: 8:30 a.m.–4:30 p.m.

Summer Hours:

Monday–Thursday: 8:30 a.m.–4:30 p.m. Friday: 8:30 a.m.–12:30 p.m.

TUITION AND FEE INFORMATION

FINANCIAL AID INFORMATION

Commonly asked questions and other information about financial aid can be found at Edgewood Express. Log in to Edgewood Express >> Students>>My Financial Aid. If you still have questions, contact Edgewood Central in Room 210 DeRicci or at 608-663-4300 or ecentral@edgewood.edu.

TUITION AND FEES

The current tuition and fees, as well as refund deadlines, can be found by logging on to Edgewood Express >>Students>>My Account Info>>Tuition and Fees

FINANCIAL AID WITHDRAWAL POLICY

This policy is separate and distinct from Edgewood's Tuition Refund Policy!

Prior to the **60% point** in the semester, financial aid is earned for each day of the semester you are enrolled. When you withdraw completely from Edgewood before finishing the semester, federal regulations require Edgewood to determine the amount of financial aid you have "earned." **The remaining aid must be sent back.** For example, if you withdrew at the 20% point of the semester, you've only "earned" 20% of your federal financial aid. The other 80% of the federal financial aid you were awarded must be returned.

Terms and definitions:

- The **60% point** is calculated based on the number of calendar days within the official start and end dates of the semester (excluding any scheduled breaks of at least five calendar days).
- At the time of withdrawal, Edgewood will return the financial aid funds they are required to return. In certain situations, a student may be asked to repay financial aid funds he or she had received that semester as the result of a previous credit balance.