Academic Planning and Registration

Frequently Asked Questions

1. What is Academic Planning?
   Academic Planning is when students initially sign-up for courses (course selection) and/or make changes to their existing schedule through the portal. Selecting courses early in the Academic Planning period (it opens a week earlier for graduating seniors) helps ensure that students get the courses and sections they prefer and need to graduate. Late fees may apply to students who have not begun Academic Planning by a certain date.

   For course planning assistance, students are advised to review their degree audit on the portal and/or contact an Academic Advisor. Students without internet access will need to schedule an appointment with an academic advisor during Academic Planning in order to sign-up for courses.

   Academic Planning remains open for students to make schedule changes until just a day or two before the start of the term (it stays open longer for Summer and January terms) OR once the student completes Registration for the term, whichever comes first. Once Academic Planning has closed, schedule changes must be made at One-Stop.

2. What is Registration?
   Registration is when students confirm their course schedules and pay (or confirm payment using scholarships, loans, third party’s, and/or deferred billing) on the student portal. Once a student completes Registration, both Academic Planning and Registration will close online for the student and any future adjustments to the student’s schedule or bill will need to be made at One-Stop.

For further assistance, please contact One-Stop at 314.392.4036
3. **Why is there a two-part system including Academic Planning and Registration?**
Most students prefer to plan their schedules in advance but pay just before the start of a term. Academic Planning opens well before the start of a term so students can plan their schedules. Registration opens closer to the start of the term and is when students confirm their schedules and pay.

4. **Am I required to meet with an Academic Advisor each year?**
No. Each student will have the ability to view their degree audit through the portal to ensure they are on track to complete their degree. Academic Advisors are available by appointment to assist students with course selection, but students are asked to complete as much of their course selection through the portal as possible before an appointment. Students without internet access will need to schedule an appointment with an academic advisor during Academic Planning in order to sign-up for classes.

5. **What is a degree audit and how does it help me with Academic Planning?**
A degree audit is an analysis of a student’s progress towards earning a degree. It helps a student see which courses they’ve completed and which required courses are still needed to earn a degree. Students can view their degree audit through the portal.

6. **Does it matter if I wait to complete Academic Planning until just before the term starts?**
Waiting to sign-up for courses reduces the chance that a student will get into preferred courses and sections. In addition, financial aid (scholarships & loans) may not be readily available if a student has not completed Academic Planning in a timely manner. This is especially crucial if a student is interested in obtaining a student loan. If a student waits until late in the period, their loan money may not be available by Registration. Also, late fees may apply to students who have not begun Academic Planning by a certain date.

7. **What do I do if I need to change my schedule?**
Students may update their course schedules on the portal in Academic Planning until it closes just a day or two before the start of a term (it stays open longer for Summer and January terms) OR until the student completes Registration, whichever comes first. Once Academic Planning closes online, all schedule changes must be made at One-Stop.

8. **Will changing my schedule affect my scholarship or loan eligibility?**
Perhaps; it depends on the scholarship and loan requirements. The Financial Aid office will periodically update scholarship and loan amounts based on schedule changes during Academic Planning. Scholarship and loan distributions are made during Registration. A final analysis will be made by the Financial Aid office to determine compliance.
9. Should I complete Academic Planning and Registration online if I have loans, scholarships, a deferred billing plan, and/or a third party pay agreement?
Yes, students who receive scholarships, loans, have a deferred billing plan and/or third party pay plan can complete Academic Planning and Registration through the portal. Scholarship awards and loan amounts will not appear online until the proper forms have been completed and submitted to the Financial Aid office. Third party pay agreements will not appear online during Registration until approved by the Business Office. It is recommended that students get Business Office approval of this agreement prior to Registration. If a student is attending school for more than one term, they should complete Academic Planning for all terms they plan on attending (and that are open to Academic Planning).

10. Why do students paying with student loans have a shorter period for Registration?
Student loan payments are under government regulation concerning when funds can be received and when they must be distributed.

11. What methods of payment are accepted online?
- In place of physical checks, most students will use their checking or savings account and routing numbers to pay through the portal. Brokerage account checks, non-US bank checks, and checks issued by credit card companies are not accepted.
- Students can pay online using a credit card (MasterCard, Discover, Amex; NO VISA). Fees will be applied for using credit cards.
- Students can apply scholarships and student loans that are processed through the Financial Aid office to their account during online Registration.
- Cash payments must be made in person at One-Stop.

12. What is One-Stop and where is it located?
One-Stop is located in Founders Hall on the south end of the second floor. It serves as a single location where students can have most of their administrative needs met. Departments located at One-Stop include the Business Office, Student Life, Registrar’s Office, Financial Aid, Academic Advising and Alumni Relations.