CINCINNATI
CHRISTIAN UNIVERSITY
Registration Frequently Asked Questions

- **Where/How do I register for classes?**

Students in good academic standing must register online through MyCCU. Paper registration forms will not be processed for students in good academic standing.

MyCCU registration:
1. Log in using your CCU username and password.
2. Click on the "Students" tab.
3. Click on "My Courses" in the black bar on the left side of the screen.
4. Click on "Add/Drop Courses":
5. Choose the correct term in the dropdown box.
6. You will be asked to complete two tasks before you can register:
   a. Personal Information Update: this will ask you to confirm or update personal information like your name, address, and emergency contacts. You are required to complete this at the beginning of each semester.
   b. Student Term Agreement: this will ask you to agree to the terms of registering for classes at CCU. Please read this carefully before agreeing. You are required to complete this at the beginning of each semester.
7. When searching for a course, enter only the department designation: ENGL, BSOT, BSEG, MUHI, etc. Entering more specific information may cause the system to skip over the class you need.
8. Your search result will display a list of all classes within that department. Simply find the class(es) you need and click the checkbox under the "Add" column. Scroll down and click "add courses."

Common errors:
- **_Course is full:_** The class has reached maximum capacity. **_Solution:_** you can add yourself to the waitlist or you can choose another class.

- ***You are missing a prerequisite:*** The class requires that you complete one or more introductory classes before taking this one. ***Solution:*** You need to choose another class to take.
- ***Time conflict:*** The class you are adding meets at the same time as a class you are already enrolled in. ***Solution:*** You must drop one of the classes.
- ***You do not see an add box:*** You are unable to register online at this time. ***Solution:*** Contact the Office of the Registrar to find out why.
- ***Course is outside your division:*** The class is restricted to students in a certain division. ***Solution:*** You need to choose another class to take.

- **What happens if I am waitlisted for a class?**

  A waitlist is a list of students who attempted to register for a class but were unable to enroll for one of two reasons:
    1. The course is full.
    2. The course requires special permission.

  Waitlists allow the Registrar's Office to enroll students in a course in the order in which they attempted to register. For example, the first person to register for a class once it is full will be first on the waitlist. The higher you are on the waitlist the more likely you are to get into the class.

  If you are on a waitlist because the course is full, you should register for a backup class in case you do not get into the waitlisted class. If a position becomes available in the class, you will be notified of its addition to your schedule. You can remove yourself from a waitlist at any time by dropping the class on MyCCU. ***Important****: a professor does not have the authority to add a student into a full class if that student would be "skipping" students higher on the waitlist.*

- **How do I know what the prerequisites are for a class?**

  Follow the process outlined for searching for a class within MyCCU.

    1. Click on the Course Code of the class you are interested in. Ex: BSGK 314.
    2. If the course has pre-requisites, it will say, "This course has other requirements."
    3. Click on the link "Course Requisites." It will bring up a list of all the class that must be taken before you can register for this class.

- **When can I register?**

  During registration week:
  Graduating seniors: Monday at 8 am
  Seniors (90+ hrs): Monday at 8 am
  Honors Students: Monday at 8 am
  Juniors (58-89 hrs): Wednesday at 8 am
  Sophomores (26-57 hrs): Thursday at 8 am
  Freshmen (0-25 hrs): Friday at 8 am

- **How do I know who my advisor is? How do I schedule a meeting with her?**

  You can find out who your advisor is on MyCCU.
  1. Log in with your CCU username and password.
  2. Click on the "Students" tab.
  3. Click "Academic Information."

  Contact your advisor using their CCU contact information (email or office phone) to schedule an appointment.

- **Will my advisor make registration changes for me?**

  No. You must initiate all course registrations and changes to your schedule either online or by contacting Enrollment Services. You should discuss schedule changes with your advisor but no changes will be made until you make the change online or have submitted the necessary paperwork to Enrollment Services. Your advisor or professor is not responsible for completing the paperwork to finalize the drop.

- **What is the last day I can sign up for a class?**

  Classes cannot be started after the first week of the semester. Early week classes cannot be started after the class has begun.

- **How do I register for an internship?**

  Ministry:
  Contact David Ray: 513.244.8182 or david.ray@ccuniversity.edu

  Business:

Contact David Farris: 513.244.8644 or David.Farris@CCUniversity.edu

<u>Communication Arts:</u>
Contact Paul Friskney: 513.244.8128 or Paul.Friskney@CCUniversity.edu

- **I am on Academic Warning. How do I register for classes?**

  Students on Academic Warning must have an advisor's approval before registering for classes. Therefore, students on Warning are not able to register online.
  1. Pick up a blank paper registration form from outside Enrollment Services.
  2. Meet with your advisor to discuss the classes you need. Keep in mind:
     a. You are limited to no more than 15 credit hours per semester as long as you are on Academic Warning.
     b. The best way to regain good standing is to re-take classes in which you received a failing grade.
     c. Avoid classes that are already full.
     d. Do not submit a form that contains time conflicts.
  3. Complete the registration form with all classes you want to register for and have your advisor sign the form to indicate her approval of the proposed schedule.
  4. Submit the completed form to Enrollment Services for processing. Forms submitted without an advisor signature will not be processed.

- **I am on Academic Probation. How do I register for classes?**

  Students on Academic Probation must have an advisor's approval before registering for classes. Therefore, students on Probation are not able to register online.
  1. Pick up a blank paper registration form from outside Enrollment Services.
  2. Meet with your advisor to discuss the classes you need. Keep in mind:
     a. You are limited to no more than 13 credit hours per semester as long as you are on Academic Probation.
     b. The best way to regain good standing is to re-take classes in which you received a failing grade.
     c. Avoid classes that are already full.
     d. Do not submit a form that contains time conflicts.
  3. Complete the registration form with all classes you want to register for and have your advisor sign the form to indicate her approval of the proposed schedule.
  4. Submit the completed form to Enrollment Services for processing. Forms submitted without an advisor signature will not be processed.

- **What is the difference between credit ("CR") and audit ("AU")?**

Courses taken for credit can be applied to a degree program. If you are a degree-seeking student, all of your required classes should be for credit.

Courses that are audited cannot be applied to a degree program. A student who enrolls as an audit student is expected to attend all class sessions but is not expected to complete any work (in-class or take-home) or tests. Degree-seeking students may choose to audit a class that is not required for their degree.

Audited classes are charged at $150 per credit hour.

- **How do I register for a Directed Study?**

Directed Study (sometimes called "Independent Study") is granted for students who are nearing graduation and cannot complete a degree requirement through traditionally offered courses. It involves one-on-one instruction with a CCU instructor. Before the study begins the professor provides the student with a "contract" that includes reading material, writing assignments, due dates and designated meeting times between the professor and student. Directed Studies generally only "meet" once or twice during a semester but the frequency of meetings will be determined by the professor. **In addition to tuition, there is a fee of $150 per directed study.**

Policies for **Undergraduate** students:
1. The student must have earned at least 62 semester hours.
2. The student must also have a minimum cumulative GPA of 3.0 to take a directed study course that is independent of any course being offered that semester. Students who are adding an additional hour to a course that is meeting as a regular course are only required to have a GPA of 2.00.
3. Directed Study courses will be allowed in the following circumstances:
    a. There is not another course being offered that could be used as a substitute for the original requirement.
    b. There is an unresolved schedule conflict to meet a degree requirement. The Faculty Advisor will determine when an irresolvable schedule conflict occurs. (Only allowed during the final two semesters of a student's academic career)
    c. The student wishes to pursue a topic of extreme interest and career value. (Only allowed for senior students)
    d. The student needs an additional hour in a subject or area. Whenever possible, this extra hour is added to a class already being offered that semester.
    e. A course is not available that the student needs for graduation.

4. Students must register within the first 2 weeks of the semester they intend to take the Directed Study course. New Directed Study courses cannot be started after the first 2 weeks of a semester.
5. All Directed Study courses must be completed during the semester in which they are begun.
6. Graduation candidates taking a DS during their final semester must complete the course work approximately 6 weeks before the end of the semester:
   - August -- July 1
   - December -- November 1
   - May -- April 1
7. The regular refund and withdrawal policy will apply to withdrawing from all Directed Study courses.
8. A student may take no more than 6 hours per semester by Directed Study. A maximum of 24 hours of Directed Study may be applied to a 4 year degree.

Applying for a Directed Study:
1. Discuss the possibility of Directed Study with both your advisor and the potential professor. Decide on the course title and number of credit hours.
2. Go to Enrollment Services to begin a Directed Study application form.
   a. You will indicate the course title, term, professor, and number of credit hours.
   b. Enrollment Services staff will indicate the number of credit hours you have completed and your cumulative GPA to determine if you are eligible for directed study work.
3. Obtain permission in writing from each authorizing official: Professor, Department Chair (of the class), Academic Advisor, and Academic Dean (of the class).
   a. If signatures are difficult to obtain, permission can be granted via email ***if the email includes the student's GPA and hours earned information provided by Enrollment Services.*** All emailed permissions must be sent to Registrar@CCUniversity.edu directly from the official's CCU email address.
4. Submit the completed form to Enrollment Services for processing. Forms submitted without all permissions will not be processed.

- **I am a traditional undergraduate student. Can I register for a CALL class?**

Senior students (at least 90 credit hours completed) who are graduating within 2 semesters are eligible to register for an accelerated-format course through the Center of Adult Learning & Leadership program at CCU.

Policies:
1. The student must be a senior with at least 90 earned hours, and must need the course for graduation. The student may be required to submit an intent to graduate form before permission is granted.
2. Permission will be granted in the following circumstances:
   a. There is not another course being offered that could be used as a substitute for the original requirement.
   b. There is an unresolved schedule conflict to meet a degree requirement. The Faculty Advisor will determine when an irresolvable schedule conflict occurs.
   c. A course is not available that the student needs for graduation.
3. The CALL class *must* fall within the dates of an undergraduate semester.
4. Textbooks for CALL classes are ordered by the CCU Bookstore and will cost an additional $100. Students may not purchase textbooks on their own. Textbooks will be held at the Bookstore for pickup around 2 weeks before the course begins.
5. The following refund and withdrawal policy will apply to withdrawing from CALL classes:
   - If withdrawn prior to the 1st night of class: 100% refund
   - If withdrawn prior to the 2nd night of class: 75% refund
   - If withdrawn prior to the 3rd night of class: 50% refund
   - If withdrawn after the 3rd night of class: 0% refund
   - Refund for textbooks is only available if they are returned unused before the 1st night of class.
   - After the 4th night of class is completed, it is not possible to withdraw. The student must accept the grade assigned by the professor.

Registering for a CALL class:
1. Discuss the possibility with your advisor and decide on the class.
2. Go to Enrollment Services to begin an application form.
   a. You will indicate the course title, term, professor, and number of credit hours.
   b. Enrollment Services staff will indicate the number of credit hours you have completed to determine if you are eligible.
3. Obtain permission in writing from each authorizing official: Academic Advisor, Academic Dean (of the class), Academic Dean (of the student's degree program), and the CALL Director.
   a. If signatures are difficult to obtain, permission can be granted via email *if the email includes the hours earned provided by Enrollment Services.* All emailed permissions must be sent to Registrar@CCUniversity.edu directly from the official's CCU email address.
4. Submit the completed form to Enrollment Services for processing. Forms submitted without all permissions will not be processed.

- **I am a traditional undergraduate or CALL student. Can I register for a Seminary or Graduate class?**

  Undergraduate students in good academic standing can request permission to take a seminary or graduate class for undergraduate credit toward their degree. If the student later pursues a Seminary degree this course will NOT apply to the graduate degree.

  Policies:
  1. The student must have earned at least 60 undergraduate credit hours prior to enrolling in a graduate-level course.
  2. The student must have a cumulative GPA of 2.67.
  3. Student should secure signatures in the order listed.

  Registering for a graduate/seminary class:
  1. Go to Enrollment Services to begin an application form.
     a. You will indicate the course title, term, professor, and number of credit hours.
     b. Enrollment Services staff will indicate the number of credit hours you have completed and your cumulative GPA to determine if you are eligible.
  2. Obtain permission in writing from each authorizing official: Professor,), Academic Advisor, Academic Dean (of the class), and Dean of the Seminary.
     a. If signatures are difficult to obtain, permission can be granted via email *if the email includes the student's GPA and hours earned provided by Enrollment Services.* All emailed permissions must be sent to Registrar@CCUniversity.edu directly from the official's CCU email address.
  3. Submit the completed form to Enrollment Services for processing. Forms submitted without all permissions will not be processed.

- **How do I register for a course at another school through the Consortium program?**

  The Consortium Program refers to an agreement between several colleges and universities in the greater Cincinnati area which allows students to cross-register at an institution other than their home school.

  The Consortium is designed for students to be able to take a class at a local college that is not offered at their home institution. It is not designed for students to earn a degree at the other school. Students cannot take classes they could get at their home school.

  Only classes that count toward the student's declared degree program can be taken through the Consortium. The most common classes taken through Consortium are

science electives, math electives, humanities electives, and open electives. Any class that is not developmental can count as an open elective; classes used for any other requirements must be approved by the Registrar's Office before the forms will be signed.

Consortium registration includes a non-refundable fee of $10 per credit hour.

For more detailed information, please reference the Consortium page of the CCU website.

<u>Registering for a Consortium class:</u>

1. Find the class you would like to take using the resources of the host school.
2. If the class will fulfill anything other than an open elective, get approval for the course by emailing the course description to Registrar@CCUniversity.edu.
3. Complete a cross-registration form in the Enrollment Services Office.
   - Forms **must be signed** by a staff member from the Registrar's Office before taking it to the other school.
4. Take the form to the Registrar's Office at the other school to register for the course.
   - Each school sets a date when they will begin accepting Consortium registrations. It is usually only 2 – 3 weeks before the term starts. The Registrar's Office will have the specific registration dates for each school as well as information about the location of the registration office, hours, and any other forms the host school requires.
   - You may be required to fill out admissions forms at the host school the first time you register.
5. The host school will complete the paperwork and send copies to the home school. Students must complete the drop process at both schools if they decide to withdraw. You are financially and academically responsible for the course at CCU. Whatever grade earned will be recorded on your CCU transcript and count in your GPA at CCU.

- **How do I register for a course at another school through an education co-op?**

   CCU has co-op programs with 2 Consortium schools:
   - Mt. St. Joseph University (Teacher Education for Middle School and Adolescent Young Adult)
   - Cincinnati State (Signing Interpreter Training).

These are degrees earned in conjunction with both schools. The Consortium is separate from these programs but can be used by students working toward these degrees. Students in these programs can continue to take classes through the Consortium even after completing all other degree requirements at CCU.

Students in an education program at MSJU cannot take education classes ("EDU" or "SED") through the Consortium. Ohio state law requires you to take them directly at the institution granting the teacher licensure. MSJU will require you to complete a cross registration form, *but you will have to pay tuition to MSJU*. Classes in the teaching field or content area can be taken through the Consortium.

Registering for co-op classes:
In addition to the procedures outlined for registering for a consortium class, complete a Co-op registration form with Enrollment Services.