



Tips on Registration & Payment

1. Payment must accompany the registration for class(es). Registration that is submitted without acceptable payment will be returned to the student. A student is required to be admitted into a program before registration can proceed. No cash payments will be accepted at any graduate office.
2. A student who enrolls for a course that lasts longer than a single term may only receive a Federal Stafford Loan for the course in the term which the student actually registered.
3. All course by conferences, independent studies and capstones should be registered at the beginning of the term.
4. All students registering for their 5 hour or 3 hour capstone must have an approved faculty signed intent form (\$50 fee) registered at their home center – after this has been taken care of the student will then need to register for the 5 hour or 3 hour capstone.
5. Course sections are very important. Make sure you add this to your course number part on the registration form and be sure to know your course section before ordering books.
6. If a student drops a class after the beginning of the term their eligibility for a Federal Stafford Loan may be affected. Contact Financial Aid Office.