



NEWS FROM THE OFFICE OF THE REGISTRAR

STUDENT



Special Points of Interest:

Classes Begin: Jan. 23
 Advising Week Begins: Feb. 27
 Spring Break: Mar. 4 - Mar. 10
 Easter Break: Apr. 4 - Apr. 9
 Assessment Planning Day: Apr. 10
 (For Faculty—No classes Apr. 10)
 Final Asses.: May 15 - May 21

COMMENCEMENT:

Graduate Ceremony :
 May 23
 Baccalaureate Mass:
 May 24
 Undergraduate Ceremony:

Inside this issue:

Registration Information
 Graduation Information
 Important Dates
 FERPA

WELCOME BACK!

The Registrar's Office is now located in the lower level of St. Joseph's Hall

The Registrar's Office sends their best wishes for the new year as we begin a new semester!

REASONS TO CHECK YOUR GCU EMAIL

Have you ever tried registering for classes a week before a session begins only to find out the courses you want are closed? Why should you access your GCU email?

- Registration information
- Notification of waitlist spot availability (24 hr. window)
- Used to convey important information and announcements.
- Efficient method for communicating with your academic advisor and instructors.

REGISTRATION

Registration for **Fall 2012 and Winter 2013 semesters will begin on March 15, 2012.**

Graduate students, seniors, athletes, TLC and honors students will register first. Priority registration is based on your classification and the number of credits earned as of the end of the Fall 2011 semester.

Student Classification:

- Senior:** 90 or more credits completed
- Junior:** 60-89 credits completed
- Sophomore:** 30-59 credits completed
- Freshman:** 0-29 credits completed

ADDING A CLASS AND LATE FEES

- If you are already registered, and want to add a class after the first week of classes (after last day to add/drop online), you must submit the Manual Regis-

tration Form signed by the INSTRUCTOR. To add a class after the second week of classes, student must obtain signatures of both the INSTRUCTOR AND THE DEAN (of the School offering course). There is a \$15 processing fee applicable.

- If you are not already registered and are registering after the last day to add/drop online, you will incur a \$25 late registration fee.

NOTE: As a student you may add/drop courses online until 11:59 pm of the Last Day to Add/Drop online. Any course dropped by 11:59pm of the Drop By Date will not appear on the transcript. If you drop a course after the Drop By Date and by the close of business of the Withdraw By Date you will receive a Grade of "W" (withdrawn) on your transcript. If you receive a Grade of "W" you are financially responsible for the course. Please check the Bursar's website, <http://www.georgian.edu/bursar/policies.htm> to view the withdrawal policy.

Visit our website at <http://www.georgian.edu/registrar/impdates.htm> for all session dates.

UNIVERSITY DEADLINES

To assist you in observing the deadline policies/procedures, all "Important Dates" are posted for your viewing on the Registrar webpage, <http://www.georgian.edu/registrar/index.htm>. (IT IS YOUR RESPONSIBILITY TO CAREFULLY VERIFY YOUR SCHEDULE AND TO MAKE ANY NECESSARY CHANGES)

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Should you register for a course you subsequently do not attend and fail to "DROP" on time, you will have to use the Request for a Grade of W form to withdraw from the course, which will result with a grade of W on your transcript.

Should you find yourself after the ADD deadline NOT enrolled in a class that you have been attending, you will have to complete a Manual Registration form, obtain the appropriate signatures, to add yourself to the course to receive credit.

Reminder: You are not automatically dropped from registration for non-attendance. It is your responsibility to drop your class/es if you choose not to attend.

NAME/ADDRESS CHANGE

In order for the University to send announcements, bills, audits, etc., we need to have your most current contact information in our system. You may make the change yourself by logging into your Self-Service account/My Profile.

To report a name change, legal documentation showing your new name is necessary. Acceptable forms of legal documentation are marriage licenses, divorce decrees, driver's license or social security card. Copies are not accepted.

GRADUATION

Please visit the Registrar's webpage <http://www.georgian.edu/registrar> for information about graduation. Many of your questions can be answered there. If not, you can always email us at registrar@georgian.edu.





GRADUATION IMPORTANT DATES

Application Priority Due Dates:

July 1 for May
Feb. 1 for August
May 1 for December

Application Final Deadline Dates:

Feb. 1 for May
June 1 for August
Oct. 1 for December

A \$50 late fee is applied to all applications submitted once a graduating semester has begun.



Final Assessments:
May 15 - May 21

The schedule can be viewed at the Registrar's website: <http://www.georgian.edu/registrar>



Any questions about FERPA should be directed to the Registrar's Office at registrar@georgian.edu.

We are always happy to answer any questions or concerns you may have.

Please contact us at registrar@georgian.edu

NEED TO KNOW WEBSITES



- Consult the Registrar's Home Page at <http://www.georgian.edu/registrar> for additional information concerning Spring 2012: Important Dates, Services and Information, Graduation and Forms, etc.
- Payment obligations: Please visit the Bursar's website <http://www.georgian.edu/bursar/policies.htm>
- Graduation Requirements and Policies: <http://www.georgian.edu/registrar/gradreqs.htm>

WHAT IS FERPA?

FERPA is the Family Education rights and Privacy Act and is commonly referred to as the Buckley Amendment. FERPA was enacted in 1974 and applies to those institutions that regularly receive funding from the Department of Education.

AND WHAT DOES IT MEAN TO ME?

FERPA was written specifically for students and guarantees them these primary rights:

- The right to inspect and review education records
- The right to seek to amend education records believed to be inaccurate or misleading.
- The right to some control over the disclosure of information from education records.

The right to file a complaint with the US Department of Education should the student allege the University is not in compliance with the requirements of FERPA.

Family Policy Compliance Officer, US Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-5901.

SELF-SERVICE LOG IN

User Name: First initial of your first name, first initial of your last name and the last five digits of your student ID#.

User Password: Your initials again, the # sign and the middle two numbers of your social security number.

SELF-SERVICE OPTIONS AVAILABLE TO YOU

- View course offerings
- Register - Add/Drop courses
- View billing information
- View class schedule
- View grades
- View unofficial transcripts
- View academic history
- Update permanent home address

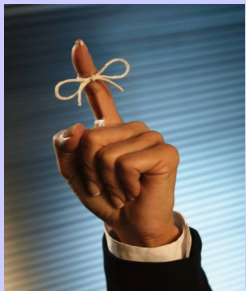
INCLEMENT WEATHER

For current information regarding classes and other GCU events during inclement weather, call 732.987.2555. Students are reminded to monitor the GCU website, GCU portal, radio and TV to get the latest information. The GCU Connect-Ed emergency notification system will also be used to notify you of weather-related information. Decisions on whether classes will be held at non-Lakewood locations depends on the opening or closing decision of that location, which may or may not be the same as that of GCU in Lakewood. You can also log on to www.georgian.edu.



NOTE:
Non-attendance does not mean a class will be dropped!

Students must notify the Office of the Registrar!



WINTER 2012 IMPORTANT DATES

Session Dates	Last Day To Add/ Drop Online	Last Day To Drop By Paper Form	Withdraw By Date For Grade of W
January 3-January 20	01/04/12	01/05/12	01/17/12

SPRING 2012 IMPORTANT DATES

Session Dates	Last Day To Add/ Drop Online	Last Day To Drop By Paper Form	Withdraw By Date For Grade Of W
Main Jan. 23 - May 21	1/30/12	2/6/12	5/14/12
7 1/2 Week 1 Jan. 23 - Mar. 19	1/26/12	1/31/12	3/16/12
7 1/2 Week 2 Mar. 20 - May 21	3/23/12	3/28/12	5/14/12
EDACC1 Jan. 23 - May 21	n/a	2/7/12	5/14/12

SUMMER-I 2012 IMPORTANT DATES

Summer-I Sessions	Session Dates	Last Day To Add/Drop Online	Last Day To Drop By Paper Form	Withdraw By Date For Grade Of W
Summer1/Summer1 (4 weeks)	June 4 -June 28	06/05/12	06/11/12	06/26/12
Summer1/Evening1 (6 weeks)	May 29-July 5	05/31/12	06/06/12	07/03/12
Summer1/12 WK (12 weeks)	May 29-August 16	06/06/12	06/09/12	08/06/12
Summer1/5WK MBA (5 weeks)	June 2-July 7	06/05/12	06/09/12	07/03/12

SUMMER-II 2012 IMPORTANT DATES

Summer-II Sessions	Session Dates	Last Day To Add/Drop Online	Last Day To Drop By Paper Form	Withdraw By Date For Grade Of W
Summer2/Summer2 (4 weeks)	July 9 - August 2	07/10/12	07/13/12	08/01/12
Summer2/Evening2 (6 weeks)	July 9 - August 16	07/12/12	07/16/12	08/14/12
Summer2/10WK MBA (10 weeks)	June 2 - August 18	06/09/12	06/12/12	08/14/12
Summer2/5WK MBA (5 weeks)	July 7 - August 18	07/10/12	07/16/12	08/16/12