



Pursue God

MEMORANDUM RE. REGISTRATION

FROM: Academics
TO: Students
SUBJECT: Summer 2017 and Fall 2017 Registration (3/1/2017 – 4/28/2017)
DATE: March 1, 2017

Registration is now open from March 1st through April 28th!

Please carefully read all of the instructions!

General Information

- You do not need to complete a registration form (“green sheet”) for either the Summer 2017 or the Fall 2017 semester. Please note, they are SEPARATE semesters though!
- You may choose your classes through the Davis College Student Portal. Your class selections will be entered directly onto your student account if there are no issues with your class selections. This will then be visible to the College registration staff and your academic advisor. It will also be visible on your student account in the Davis College Student Portal.
- **Schedule an appointment with your academic advisor. Please bring your laptop (if available) to your appointment with your academic advisor so that you may register for classes. PLEASE NOTE: Your academic advisor will ensure that you follow your program so that you may graduate on time.**
- **Students are expected to complete their registrations by Friday, April 28, 2017.**
- **There will be a late registration fee of \$50 per course.**
- As much as possible you are encouraged to initiate contact with your academic advisor.

Summer 2017 Registration

- You do not need to complete a registration form (“green sheet”) for the Summer 2017 semester. You may choose your classes through the Davis College Student Portal. Your class selections will be entered directly onto your student account if there are no issues with your class selections. This will then be visible to the College registration staff and your academic advisor. It will also be visible on your student account in the Davis College Student Portal.
- When you log into the Davis College Student Portal (see instructions below), please select the 2017 Summer academic year.

Fall 2017 Registration

- You do not need to complete a registration form (“green sheet”) for the Fall 2017 semester. You may choose your classes through the Davis College Student Portal. Your class selections will be entered directly onto your student account if there are no issues with your class selections. This will then be visible to the College registration staff and your academic advisor. It will also be visible on your student account in the Davis College Student Portal.

- When you log into the Davis College Student Portal (see instructions below), please select the 2017 Fall academic year.

Online Classes

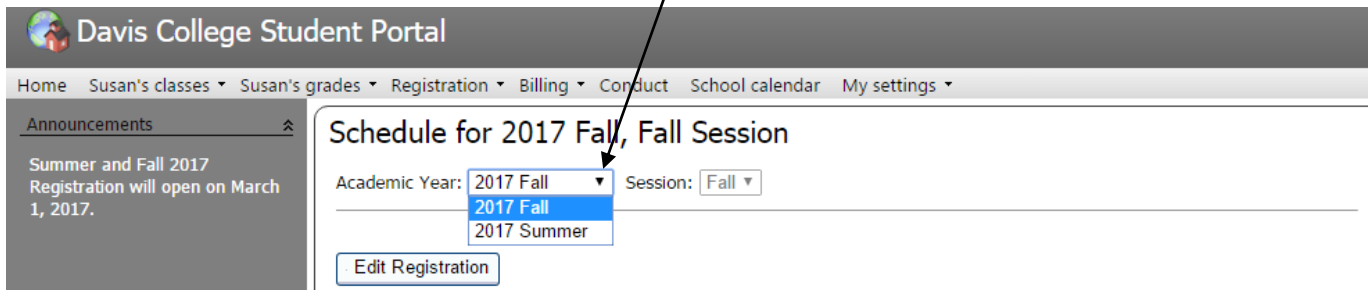
- Students who are online-only follow the **same** registration and advising process as main campus students.
- Each online class is charged a \$25.00 technology fee.
- **There will be a late registration fee of \$50 per course.**
- **DOL A and B term registration and add/drop schedules are included in the Academic Calendar that is published with the Fall 2017 Main Campus Class Schedule.**

Registration – Resources Needed

1. Main Campus Fall 2017 Class Schedule (It has been sent to your email and is on the website.)
2. Academic Calendar (It is on the back of the Main Campus Fall 2017 Class Schedule which has been sent to your email and is on the website.)
3. Davis Online Learning Course Offering List (It has been sent to your email and is on the website.)
4. Status Sheet (Your academic advisor has a copy of your status sheet.)

Registration – Getting Started

1. Log into the **Davis College Student Portal**. (Your login credentials were sent to your davisny email address at the beginning of the semester.)
2. Hover over the **Registration** link at the top of the page.
3. Click on **Enroll in classes**. (This might also say “Enter requests.”)
4. **Choose the correct academic year (either 2017 Summer or 2017 Fall).**



5. Click on **Edit Registration**.
6. The name of your **academic advisor** is listed on your registration page.
7. Information regarding registration is also listed on this page.
8. Please note the following before registering for classes:
 - a. Once you register, you are liable for all tuition and fees shown on your billing statement.
 - b. If you DO NOT pay your bill or DO NOT go to class, you are STILL financially liable for all charges, including any finance charges and collections fees.
 - c. To completely cancel your registration, you must drop all classes before the START of the semester. If you withdraw from classes after the semester begins, you are subject to charges based on the refund policy.
 - d. Tuition will be refunded 100% for those courses which, at any time, are canceled by the College.
9. If there is a hold placed on your student account, the registration link will not be available to you. You MUST complete the instructions of the hold notification on your account before you may register.

- If there is no hold placed on your account but you still cannot see the link to begin registration, contact the Registrar's Office through email at registrar@davisny.edu.

Registration – Choosing Classes

- Schedule an appointment to see your academic advisor. Your academic advisor will help you choose the correct courses you need for program completion based on your **status sheet**.
- Have a copy of the main campus class schedule, academic calendar, and Davis Online Learning Course Offering List available to you when you register for courses.
- In the class selection table, click on the **binoculars icon** in the **Course** column.
- There are options for how to search for a course, but it is best to **search by the Course ID** (e.g., ENGL1011).
PLEASE NOTE: When you search for a course ID, there is NO space between the letters and the numbers of the ID.
- The course choices will show with the Course ID, Course Name, and School Description (Home Campus or Online - Only).
- Click on the link of the **Course ID** of the course you would like to select. PLEASE NOTE THE SCHOOL DESCRIPTION SO YOU REGISTER CORRECTLY FOR EITHER HOME CAMPUS OR ONLINE COURSES.
- After you make your Course ID selection, click on the drop down arrow in the **Class** section of the table to choose your section. If there is only one section available, choose "1." **THE CLASS COLUMN MUST HAVE A SELECTION IN ORDER TO REGISTER FOR THE CLASS.**

1. Additional classes:

Course	Class	Exceptions	Credits
BIBL1022 - Pentateuch	▼		3.0000
EDUC3222 - Curriculum Development	1 - Mon:8:00AM - Dr. George Snyder - C100		3.0000
MISS2121 - Global Engagement	▼		3.0000

Buttons:

- Certain classes will have a limit as to how many students may register in a section. You must register as soon as possible if you would like to register in a certain section of a class. The class section will become unavailable in the Davis College Student Portal once a section fills to capacity.
 - ENGL1011 and COMP3121 will have caps imposed for each section.
- You may either click the **Submit** button after every class selection, or you may click the Submit button after you have made all of your class selections.
 - To add another class, click the **New** button above the table.
 - To delete a class, highlight the row of the class you would like to delete and then click the **Delete** button above the table.
 - Remember to register for your Student Ministry credit for the semester: **Course Prefix: StuMin, Course Name: Student Ministry**.
 - Once your class selections are completed, click on the **Potential Schedule** button below the table to view your possible schedule. PLEASE NOTE: THE **CLASSROOM KEY** FOR THE CLASSROOM ROOM ASSIGNMENTS (e.g. Crowell Hall = C120) IS LISTED ON THE MAIN CAMPUS CLASS SCHEDULE.
 - Click on the **Calculate Conflicts** button to check for scheduling conflicts with your Home Campus courses.

14. If there is a problem with your class selection, an error message will display in the **Exceptions** column. (E.g., If you need to retake a class, you will not be able to register for the class, as the system recognizes that you had already taken it. You must then contact the Registrar through email at registrar@davisny.edu to be registered to retake a specific class.)
15. When you have finished making your selections, click the **Submit** button below the table.
16. Please note the following once you click **Submit** to register for classes:
 - a. Once you register, you are liable for all tuition and fees shown on your billing statement.
 - b. If you DO NOT pay your bill or DO NOT go to class, you are STILL financially liable for all charges, including any finance charges and collections fees.
 - c. To completely cancel your registration, you must drop all classes before the START of the semester. If you withdraw from classes after the semester begins, you are subject to charges based on the refund policy.
 - d. Tuition will be refunded 100% for those courses which, at any time, are canceled by the College.

Registration – Completing the Process

1. Once you have selected your classes, you must contact the **Business Office** to make financial arrangements.
 - a. You are liable for all tuition and fees shown on your billing statement.
 - b. If you DO NOT pay your bill or DO NOT go to class, you are STILL financially liable for all charges, including any finance charges and collections fees.
 - c. To completely cancel your registration, you must drop all classes before the START of the semester. If you withdraw from classes after the semester begins, you are subject to charges based on the refund policy.
 - d. Tuition will be refunded 100% for those courses which, at any time, are canceled by the College.
2. Payment options are listed below.
 - a. Fully Covered by Financial Aid – Contact the **Financial Aid Office** to complete the necessary financial aid paperwork.
 - b. Full payment prior to start of semester – Payment may be made in person, online, or by mail.
 - c. Monthly payments – First payment due prior to the start of the semester.
3. If your bill is not current with the **Business Office** by the registration deadline (**April 28, 2017**), a late registration fee of \$50.00 per course will be added to your bill.
4. If financial arrangements have not been made by the end of the first week of the Spring semester, you may be dropped from your courses, and you would then need to complete the registration process again and be responsible for any applicable late fees.

Registration – Adding or Dropping Classes

1. After you have completed your registration, you may add or delete class selections through the Davis College Student Portal up until the first day of the semester.
2. **Please contact your academic advisor to add or delete a class selection so that they may be sure you are meeting program requirements.**
3. You will go through the same process as stated above (Registration – Choosing Classes) to modify your registration.
4. **PLEASE NOTE:** You must contact your academic advisor regarding changes you would like to make to your registration so that you may receive the best guidance in successfully completing your program.

5. Once the new semester begins, you will need to complete an Add/Drop Form (i.e., paper process) in order to add or drop classes.

Registration – Troubleshooting Problems

Problem	Solution
You are unable to log into the Davis College Student Portal.	Check your davisny email for your login credentials from the IT Department. Your login credentials were sent to you at the beginning of the semester.
You forgot your password for the Davis College Student Portal.	Contact the IT Department to request a new password.
You have a HOLD code on your account.	Follow the instructions of the HOLD code.
You cannot see the link under the Registration tab to enroll in classes.	Contact the Registrar as soon as possible: registrar@davisny.edu or 607.729.1581 ext. 405.
You need to request an independent study.	You will not be able to register for this on your own. Contact the Registrar as soon as possible: registrar@davisny.edu or 607.729.1581 ext. 405.
You need to retake a class.	You will not be able to register for a retake. Contact the Registrar as soon as possible: registrar@davisny.edu or 607.729.1581 ext. 405.

Specific Course Substitution Information

- If you need to complete MISS2121 Global Engagement in Fall 2017:
 - You may either take the course during the Fall A 2017 online term
 - OR**
 - You may take MISS3422 Comparative Religions on campus as an approved substitution. This substitution applies to the Fall 2017 semester only.
- If you need to complete ANTH3022 Cultural Anthropology in Fall 2017:
 - You may either take the course during the Fall B 2017 online term
 - OR**
 - You may take MISS2222 Missiology on campus as an approved substitution. This substitution applies to the Fall 2017 semester only.