

# REGISTRATION AND SCHEDULE CHANGES

## Former Students

If you are a former UHD student and were not enrolled for the previous long semester, you will need to apply for readmission before registering. Apply online by checking your admission and enrollment status on e-services at [www.uhd.edu/eservices](http://www.uhd.edu/eservices).

If you are a graduate student seeking readmission, see your graduate program coordinator. You will need to submit the Graduate Application for Readmission to the Office of Admissions. The application form may be found on the UHD web site, [www.uhd.edu/admissions/application.htm](http://www.uhd.edu/admissions/application.htm).

## Register Early

In order for valuable services (like financial aid availability and transfer credit evaluation) to be completed for your enrollment and to take advantage of greater class selection, take note of deadlines and apply for admission and register for classes as early as you can.

## Online Registration & Self-Advising

You are eligible to register online as long as you meet the eligibility criteria for registration in general. Undeclared majors and those not eligible for self-advising, however, must be advised by an academic advisor in the Academic Advising Center before registering for classes. Once advised, you may only register for the classes for which you have obtained approval. You will be given your course approval form at your advising session. You may also access course approvals online by visiting e-services and choosing **My Registration & Schedule**, then **View My Advising Information**.

Once you have obtained advising and course approval, you may access online registration through e-services by choosing **My Registration & Schedule**.

**IMPORTANT** - Always verify your final schedule by printing a copy of your class schedule.

**NOTE:** Online registration and payment deadlines are at 6pm Monday-Thursday, 5pm Friday and 2pm on Saturday or unless noted.

### Registration and Payment Dates

Semester	Priority Registration Begins for Declared Majors	Regular Registration Begins for all students	Payment Deadline for Regular Registration	Late Registration*	Payment Deadline*
Spring 2006	November 7	November 13	January 14, 2pm	January 17-20	February 8, 6pm

\*Late registration carries an additional fee of \$50.

\*Payment or payment arrangements for late registration and schedule changes must be made through e-services or the Cashier's Office, S310, by the date listed. Payment not received by this date will result in cancellation of classes.

## Saturday/Weekend College Registration

During **Fall and Spring semesters only** UHD offers one Saturday registration. See the **Academic Calendar** for the Fall or Spring semester for which you are registering for the date and time. **If you require testing prior to registration please come to UHD between the hours of 8am and 12noon.** Though Saturday registration is available, it is usually late in the registration process. It is recommended that you register as early in the registration cycle as you are allowed as classes fill quickly and may be closed by this date.

## Copy of your schedule

You should obtain a copy of your schedule by visiting UHD's e-services website at [www.uhd.edu/eservices](http://www.uhd.edu/eservices). It is your responsibility to make sure your schedule accurately reflects your registration.