

Students: Ready . . . Set . . . Register!

Checklist for Spring 2020 Registration:

- Make an appointment to visit with your advisor
- Check your myESU Portal for holds that would prevent Spring 2020 registration
- Take action on holds if necessary
- Meet with advisor to create schedule plan and obtain PIN number for registration
- Use the [Schedule Planner](#) to create and register for classes at your assigned registration time

Spring 2020 Registration for continuing undergraduate students begins October 28, 2019. Graduate students and Priority Undergraduate Groups may register beginning on October 24, 2019. Students who belong to a Priority Undergraduate Group will be notified by the program coordinator.

Financial Aid: The 2019-2020 FAFSA must be completed in order to receive financial aid. If you have any questions or concerns please contact the Office of Student Financial Aid at www.esu.edu/finaidquestions

Billing: Spring 2020 billing information will be located in your MyESU Portal under the student tab. [Current tuition rates](#) are for the 2019-2020 academic year. Questions about your Spring 2020 bill may be directed to billing@esu.edu.

READY!

Registration Start Times are based on each Students' Credit Group Assignment

Degree Credits Applied (Check your DegreeWorks Degree section as pictured below)	Registration Credit Group	Registration Start Time/Date
Graduate students	Graduate Students	Thursday, October 24, 2019 Start Time 12:01am
Priority Students with No Credit Range restriction	Priority Student Groups (please see your Group Coordinator)	Thursday, October 24, 2019 Start Time 12:01am
Continuing undergraduates with more than 89.5 credits	Seniors	Monday, October 28, 2019 Start Time 12:01am
Continuing undergraduates with no more than 29.5 credits	Freshmen	Friday, November 1, 2019 Start Time 12:01am
Continuing undergraduates with between 60 and 89.5 credits	Juniors	Monday, November 4, 2019 Start Time 12:01am

Degree Credits Applied (Check your DegreeWorks Degree section as pictured below)	Registration Credit Group	Registration Start Time/Date
Continuing undergraduates with between 30 credits but no more than 59.5	Sophomores	Thursday, November 7, 2019 Start Time 12:01am
Non-degree/non-matriculated	Non-degree/Non-matriculated	Monday, November 11, 2019 Start Time 12:01am

Degree Credits Applied from DegreeWorks

** Continuing student registration is based on the total credits a student has towards their degree. That is, total earned credits **plus** total Fall 2019 enrolled credits. Please check DegreeWorks to determine the number of Credits Applied to your degree.*

Set!

- Please familiarize yourself with the **registration tools** available through the [myESU](#) portal. These are available from the links in the Registration Tools box from the Student tab.
- If you have any outstanding semester charges that you have not made arrangements to pay, your balance will be reflected as past due. You may also be billed for late charges for the semester. Your current bill is available to view from the **View My Bill** link in the Student Billing Tools box under the Student tab.
- If you have a hold on your account, the hold may affect your ability to register. You may view holds by clicking on the **View Hold & Record Notification Message** link from the Student Resources toolbox under the Student tab. Holds will need to be cleared prior to your registration start time.
- When you register for classes each term, you agree to pay the fees and charges assessed by ESU. Your Spring 2020 semester bill must be paid in full by the due date. No student shall enroll in classes, graduate from the University or receive transcripts of coursework taken while at the University until all fees have been paid.

Register!

- Please visit your faculty advisor to be advised on course selection and degree requirements. Your faculty advisor is assigned by your department chair or special program coordinator and will be listed in your **Academic Profile** toolbox under the Student tab in the [myESU](#) portal.
- Your degree audit can be accessed via the **DegreeWorks Grad Evaluation** link in the Student Resources toolbox under the Student tab. Please use this as a guide to help you determine how the courses that you have taken or are currently enrolled in will fit into your program/degree requirements. You will need to work with your faculty advisor to ensure that you are on track for completing requirements or to determine how your

courses meet your major and general education requirements. If you discover any discrepancies while reviewing your degree audit, please let us know by sending an email with your questions and concerns to the Records and Registration area at records@esu.edu.

- Your faculty advisor will also give you your registration PIN which you will need to create or modify your semester schedule. **Save this 6-digit number as you will need it to add or drop classes for your Spring 2020 semester schedule.**
- Review the Degree Credits Applied in the table above to determine your registration group and the first available time that you will be allowed to register.
- Prior to or at your registration time students can begin planning and or registering for Spring 2020 classes using the **Schedule Planner** tool. Schedule Planner is a tool designed to make registration easier for students. You are able to block out work schedules, breaks, team practices and visually design a schedule that will meet your need. The Schedule Planner can be found in the [myESU](#) Portal.
- Other important registration instructions such as signing up for a **waitlist** will also be found on the Student tab in the [myESU](#) portal Student Instructions toolbox.

Please also remember,

**** Spring 2020 registration starts at 12:01 AM on the specified date in the table above for each of the Registration Groups identified. Continuing students are encouraged to register at their corresponding registration time shown above.**

All students will need to complete the **Confirm Your Attendance** survey for the Spring 2020 semester by January 28, 2020. The new Spring 2020 survey will be available in the myESU portal beginning October 24, 2019. Additionally, if you will be relocating to a new local address for the upcoming academic year, update your local address. Please also review your emergency contact information, cell phone number and update if necessary. Click on the **View and Update Address** link in the Student Resource toolbox under the Student tab.

New students for Spring 2020 will have their semester schedules built and coordinated by their academic departments. If you are going to be a new student with us for the Spring 2020 semester, you will receive your specific registration instructions after you have paid your enrollment deposit.

Please continue to check your ESU email and the [myESU](#) portal for helpful updates on registration for the Spring 2020 semester.