MEMORANDUM RE. REGISTRATION

FROM: Academics
TO: Students
SUBJECT: Spring 2022 (11/03/2021 – 12/10/2021)
DATE: 11/03/2021

Registration is now open from November 3rd through December 10th!
Please carefully read all of the instructions!

General Information
- Returning students may choose their classes through the Davis College Student Portal. Please see instructions below.
- Registration forms should be completed with the Registrar Office by the following types of students:
  - Dual enrollment (high school) students
  - Non-matriculated students (students taking courses for college credit but not pursuing a certificate or degree)
  - Individuals who would like to audit a class
  - New Spring 2022 students
- **Schedule an appointment with your academic advisor. Due to Covid-19 concerns face-to-face assistance has been ceased. Therefore, please email your advisor or the registrar office to 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 December 10, 2021. (If you need additional time to register, please contact Miss. Naomi Saravanapavan at nsaravanapavan@davisny.edu.**
- **There will be a late registration fee of $50.00 per course.**
- As much as possible you are encouraged to initiate contact with your academic advisor.
- **If you plan to graduate in either January 2022 or August 2022, please complete a Graduation Application when you register. The application is posted on my.davisny.edu on the "Graduation" page.**

Spring 2022 Registration (2022 Spring Academic Year)
- 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. If you need to register for an Independent Study or retake a course, you will need to submit a form to the Registrar Office.

- When you log into the Davis College Student Portal (see instructions below), please select the 2022 Spring 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 $50.00 per course.**
- **DOL A and B term registration and add/drop schedules are included in the Academic Calendar that is now published with the Davis Online Learning Course Offering List.**

Financial Responsibility Agreement Form

- **All students must complete a Financial Responsibility Agreement Form for each semester before registering.**
- Please complete this online form BEFORE registering for classes.
- Complete the form online by following this link: https://davisny.thankyou4caring.org/student-registration
- Use your Davis College Student Portal username and password to access the form.
- Please review the FAQ page for the Financial Responsibility Agreement Form. This is posted on the website and is also at the end of this document.

Registration – Resources Needed

1. Completed Financial Responsibility Agreement Form (Online form submission)
2. Main Campus Class Schedule and Academic Calendar (Posted on the website.)
3. Davis Online Learning Course Offering List and Academic Calendar (Posted on the website.)
4. Status Sheet (Your academic advisor has a copy of your status sheet.)

Registration – Getting Started

1. Once you have completed your Financial Responsibility Agreement Form and have cleared all holds on your student account, you may register online.
2. Log into the **Davis College Student Portal**.
3. Hover over the **Registration** link at the top of the page.
4. Click on **Enroll in classes**. (This might also say "**Enter requests**.")
5. <mark>If the correct academic year does not display right away, choose the correct academic year (2022 Spring).</mark>

6. Click on **Edit Registration**.

7. <mark>The name of your **academic advisor** is listed on your registration page.</mark>
8. Information regarding registration is also listed on this page.
9. 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.
10. 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.
11. 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 nsaravanapavan@davisny.edu.

Registration – Choosing Classes

1. Schedule an appointment to meet your academic advisor online. Your academic advisor will help you choose the correct courses you need for program completion based on your **status sheet**.
2. Have a copy of the main campus class schedule, academic calendar, and Davis Online Learning Course Offering List and academic calendar available to you when you register for courses.
3. In the class selection table, click on the **binoculars icon** in the **Course** column.
4. 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.
5. The course choices will show with the Course ID, Course Name, and School Description (Pottersville Campus or Online - Only).
6. 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.
7. <mark>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. The section will either be the day/date for a main campus class or a "1" for an online class.**</mark>
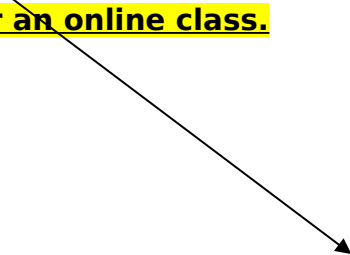
1. Additional classes:

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

[New] **[Delete]** buttons above the table

[Potential Schedule] **[Calculate Conflicts]** **[Submit]**

- a. 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.
- b. **ENGL1022** and **SPCH2011** will have caps imposed for each section.

8. You may either click the **Submit** button after <u>every</u> class selection, or you may click the Submit button after you have made <u>all</u> of your class selections.
9. To add another class, click the **New** button above the table.
10. To delete a class, highlight the row of the class you would like to delete and then click the **Delete** button above the table.
11. ==Remember to register for your Student Ministry credit for the semester:== **==Course Prefix: StuMin, Course Name: Student Ministry==**.
12. 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.
13. 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's office through email at nsaravanapavan@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** at nsaravanapavan@davisny.edu 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. <u>Fully Covered by Financial Aid</u> – Contact the **Financial Aid Office** to complete the necessary financial aid paperwork.
   b. <u>Full payment prior to start of semester</u> – Payment may be made in person, online, or by mail.
   c. <u>Monthly payments</u> – 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 (**December 10, 2021**), 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.
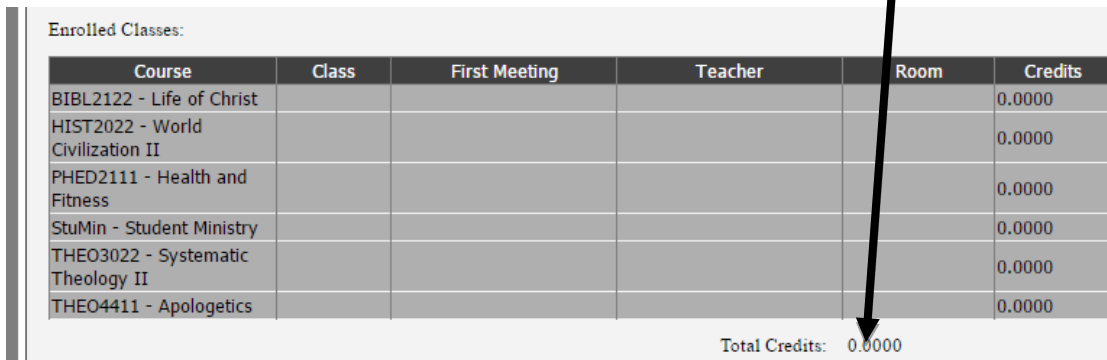
Registration – Troubleshooting Problems

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 your first semester.
You forgot your password for the Davis College Student Portal.	Contact the IT Department at help@davisny.edu and 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	You have a HOLD code on your account.

tab to enroll in classes.	Follow the instructions of the HOLD code.
You need to request an independent study.	You will not be able to register for this on your own. Complete an Independent Study Request Form and an Add/Drop Form with your academic advisor. Submit your completed forms to the Academics Office.
You need to retake a class.	You will not be able to register for a retake on your own. Complete an Add/Drop Form with your academic advisor. Mark "retake" on your form next to your class selection. Submit your completed form to the Academics Office.

Davis College Student Portal Course Registration – Additional Instructions

Example of unfilled course requests (i.e., incomplete registration)

The example below is a student's view in the Davis College Student Portal. The student chose courses, but the registration is <u>not</u> complete. The "Total Credits" at the bottom of the table shows <u>"0.00" credits</u>, so the student will show as <u>not</u> registered in enrollment reports.

Enrolled Classes:

Course	Class	First Meeting	Teacher	Room	Credits
BIBL2122 - Life of Christ					0.0000
HIST2022 - World Civilization II					0.0000
PHED2111 - Health and Fitness					0.0000
StuMin - Student Ministry					0.0000
THEO3022 - Systematic Theology II					0.0000
THEO4411 - Apologetics					0.0000
			Total Credits:	0.0000	

To resolve the issue, the student should click on "Edit Registration" to go back to the registration page.

The registration is incomplete unless the <u>"Class" column</u> has been filled for each course. (Note the blank Class field for each Course below.)

1. Additional classes:

New   Delete

Course		Class	Exceptions	Credits
BIBL2122 - Life of Christ			▼	0.0000
HIST2022 - World Civilization II			▼	0.0000

Choose a class section in the "Class" column, even if only one class section is available for the course.

Once all course <u>AND</u> class selections have been chosen, click the "Submit" button.

The final registration screen will then show a summary of the registration. When the class sections are chosen, the registration is complete, and the student can see the <u>total number of credits</u> for the registration.

Financial Responsibility Agreement

Frequently Asked Questions

1) Why do I need to agree to the Financial Responsibility Agreement (FRA)?

a. The FRA is a legal agreement between the student/Davis College explaining the financial obligation of the student. Ensuring that students understand the financial commitment they are making when they register for courses is an important component of a student's financial literacy and is also required by the Federal Bureau of Consumer Protection.

2) How often do I need to complete the FRA?

a. The FRA will need to be completed prior to registration each fall/spring term.

3) When will the hold be removed from my account?

    a. The registration hold will be removed from your account by the next business day. Make sure you complete the FRA before you meet with your advisor.

4) How do I complete the FRA?

    a. Complete the form online by following this link: https://davisny.thankyou4caring.org/student-registration. Log in using the same username and password you use to log in to the Davis College Student Portal.

5) Can I complete the FRA with a staff member on a hard copy?

    a. No, the FRA must be completed online.

6) I believe that I completed the FRA, however the hold is still on my account. What next?

    a. Make sure you have finished the process (you may have forgotten to click Submit on the final screen). If you received the confirmation email, make sure you don't have a different hold on your account barring you from registration. You should see a message regarding any holds on your account in the Davis College Student Portal on the left-hand side.

7) What happens if I do not complete the FRA?

    a. If you do not complete or agree to the terms listed within the FRA, you will be barred from registering for courses until you do so.

8) Who should I contact with questions pertaining to the FRA, or if the link does not work?

    a. If you have questions regarding the FRA, please contact the Student Accounts office.

9) If I would like to learn more about financial literacy and how to make better decisions about spending, saving and borrowing money, are there any resources available to me?

    a. Yes, there are – you can find information here: https://studentaid.ed.gov/sa/prepare-for-college/budgeting