

**SPRING 2008**  
**REGISTRATION INSTRUCTIONS**  
*CONTINUING STUDENTS - ON CAMPUS*

**Spring 2008: Registration – Nov. 12** (beginning at 9:00 am) **to Nov. 30, 2007** (ending at 5:00 pm)

Please check with your department or the Dean's office in the School of Education for the following materials:

- ◆ Schedule of Events for Saturday, January 26, 2008 (1<sup>st</sup> Teaching Saturday)
- ◆ Teaching Weekend Dates
- ◆ Directed Study Forms
- ◆ Registration instructions for Intersession 2008
- ◆ Registrations forms

**Check out our web site at [www.usfca.edu/schedules](http://www.usfca.edu/schedules) for the current course schedule**

**WEB Registration:** Once you have determined, in consultation with your faculty advisor, what courses you will be registering for in Spring 2008, complete your registration on line via the web using USFConnect at <http://usfconnect.usfca.edu>. Click on the Student tab. On the next page under Student Self Service click on "click here to", then on the next page, under Registration, click on drop and add classes. **Please note that USFConnect access is available Monday–Sundays, 1:00 am to 12:00 am.** Should you experience any problems registering or have questions you can contact the One Stop Enrollment and Financial Services Office at (415) 422-2020 or send an e-mail to [www.onestop@usfca.edu](mailto:www.onestop@usfca.edu). For instructions on how to register online, please review the registration procedure information at [www.usfca.edu/schedules/reg\\_procedures](http://www.usfca.edu/schedules/reg_procedures)

**You will not be allowed to register if you:**

- ◆ Have a financial and/or academic hold on your account.
- ◆ Are classified as a special status student.
- ◆ Have requested a closed/cancelled class and/or a class with time conflicts.
- ◆ Have not met any required prerequisites to register for the course.

**In Person Registration:** Students not electing to use on line registration will be required to complete an Add/Drop Registration Form and obtain their faculty advisor's signature. They will be required to submit, in person, their completed and signed registration form to the One Stop Enrollment and Financial Services Office during its normal business hours until Nov. 30<sup>th</sup>, ending at 5:00 pm. The department areas and the Dean's Office **will not** be accepting Registration Forms from students.

**Directed Study Info:** Students wishing to register for a directed study course will be allowed to register in person or via the web. Please remember that if you are planning to register for a directed study course, you must: 1) Complete a Directed Study Petition and Add/Drop Registration Form; 2) Obtain both your faculty advisor's and Associate Dean's signatures on the completed Directed Study Petition and Add/Drop Registration Form; and then you can either 3) Submit the completed and signed Directed Study Petition and Add/Drop Registration Form to the One Stop Enrollment and Financial Services Office during its regular business hours or register via the web using USFConnect at <http://usfconnect.usfca.edu>, (Registration ends on Nov. 30<sup>th</sup> at 5:00pm).

**Dissertation Courses:** Doctoral students who want to register for any of the dissertation courses, 709, 729, 790 or 791, must submit their Authorization Request Form, with their faculty advisor's signature, to the Doctoral Program Assistant no less than 24 hours before they plan to register and no later than Nov. 29, 2007. Forms are available in the department areas and the Dean's Office. Please contact Janet Snyder, Doctoral Program Assistant, at (415) 422-2874 should you have any questions.

Spring 2008 Registration will be reopened for on line add/drop on January 7, 2008 for continuing students who registered by Nov. 30<sup>th</sup>. Continuing students who had access to register for Spring 2008 starting Nov. 12<sup>th</sup> but did not register by Nov. 30<sup>th</sup> will have to wait for late registration and will be charged a late registration fee.

**You will receive your registration confirmation and a billing statement from the One Stop Enrollment and Financial Services Office by your USFConnect email. Tuition and fees for Spring 2008 semester are due by January 2, 2008. Please confirm your address on USFConnect and make any adjustment or changes necessary to ensure your billing statement is received.**

LATE REGISTRATION PERIOD – Should your registration be cancelled or if you missed the opportunity to register between Nov. 12 and Nov. 30, you may submit an Add/Drop Registration Form to the One Stop Enrollment and Financial Services Office (LM 251) or register on line via USFConnect during Late Registration: January 22 to January 28, 2008, including Saturday, January 26, (11:00am – 2:00pm) on campus at the One Stop Enrollment and Financial Services Office, LM 251. **A late fee of \$75.00 will be charged.** There will be **NO EXCEPTIONS** to this policy.

The first day for classes meeting weekly (less than 4.25 hours per class meeting) is Tuesday, January 22, 2008. All classes following the Teaching Weekend pattern (4.25 hours per class meeting) meet and observe a special schedule on Saturday, January 26, 2008.

**It is your responsibility to clear all holds and resolve any registration problems. If you register for courses without the approval of your faculty advisor, you must accept full and complete responsibility for any errors or courses taken that do not meet requirements in your program.**

Please consult [www.usfca.edu/acadserv/academic/student\\_accounts/tuition.htm](http://www.usfca.edu/acadserv/academic/student_accounts/tuition.htm) for the current tuition rates