

ABSENCE FROM FINAL EXAMINATIONS OR ALTERNATE METHODS: Absence from an examination or alternate method due to a medical emergency must be supported by a medical excuse. It is the student's responsibility to notify the professor involved prior to exam time and supply the professor with a written medical excuse.

FINAL EXAMINATION PUBLICITY: The final exams are included in the Master Class Schedule and can be viewed on SCOTS.

See http://cms.edinboro.edu/departments/ssc/scheduling/spring_final_exams.dot for additional information.

FINANCIAL INFORMATION

BILLING FOR THE SPRING SEMESTER

Students who complete scheduling for the Spring Semester should receive an invoice prior to the beginning of the academic term at the student's home address and notice of an e-Bill will be sent to your EUP email address. Students may verify their home addresses using S.C.O.T.S. Students who complete scheduling for the Spring Semester will be sent an invoice in *December*. The invoice will be sent to the student's home address as listed on University records. Check and Credit card payments may be made via eBill. **NOTE:** For Spring Semester class schedules; if financial arrangements have not been completed by *January 09, 2009*, a financial hold will be placed on your record (For more information about financial holds see below.). A \$25.00 late registration fee may be charged for registration completed after *January 09, 2009*. Late registration does not extend the due date; students adding courses, or registering for the first time close to the start of classes should contact the Bursar Office for financial arrangements immediately. Balances must be paid in full within each semester.

RETURNING STUDENTS

If you scheduled and completed all financial arrangements prior to the due date shown on your bill, you are registered and should report to your classes on the first scheduled meeting for each class and complete the "E-REG" online confirmation of attendance.. If your name does not appear on the class roster for the classes you are attending, report immediately to the Records Office in Hamilton Hall. This indicates there is a problem with your class schedule. **NOTE:** The Bursar's Office must be informed of any grants, loans, etc., which are involved in the settlement of your account. You must have returned the bill with full payment or verification of adequate financial aid to the Bursar's Office prior to *January 09, 2009* to complete financial arrangements. **If you did not receive a bill or eBill for the Spring Semester, contact the Bursar's Office. If you scheduled classes for the Spring Semester, you must return the bottom portion of your invoice to the Bursar's Office even if you owe no balance.**

INCOMING STUDENTS

To complete any schedule development, schedule adjustment, or payment of fees you must report to Hamilton Hall before the last day to add. If you received a bill for the Spring Semester and **completed ALL financial arrangements** prior to the due date shown on the bill, you are registered. **If you are scheduled for classes for the Spring Semester, you must return the bottom portion of your invoice to the Bursar's Office even if you owe no balance.** You must report to classes the first day they meet in order to secure your schedule. If your name does not appear on the class roster for the classes you are attending, report immediately to the Records Office in Hamilton Hall Student Services Center. This indicates there is a problem with your class schedule. If you received a bill for the Spring Semester, but **DID NOT complete ALL financial arrangements** prior to the due date shown on the bill, a financial hold will be placed on your record.

E-BILL (Electronic Billing and Payments)

eBilling is a web-based system on our secure internet web site which replaces paper invoices after the start of a term. Regular statements from your student account are posted to e-Bill monthly and recent transactions are available under the "recent activity link" (accessed via your e-Bill login). Students can authorize online access to eBill for parents and third-parties using their e-mail address (e.g. myparent@yahoo.com), username, and passwords. This access is authorized from the e-Bill site and the authorized party will be sent an email with a temporary password and instructions to choose their own username and password. Through this exciting technology, students can also choose payments by check (ACH), debit card, and credit card, along with enrollment in the EUP installment plan for balances not covered by anticipated aid. For more information and answers to frequently asked questions, log onto www.edinboro.edu Keyword eBill.

FINANCIAL AID

Too often, students have a financial hold placed on their account because they have not completed all steps in meeting their financial obligations to the University. When this happens, the students honestly believe they did take appropriate action to meet that obligation. If you are in doubt, check your status with the Bursar's Office (814) 732-5555 ext. 472 and obtain evidence of meeting your financial obligations. A bill for the Spring semester will be sent to the home address, as listed in the current computer file, of each student who has scheduled. You can verify your address on S.C.O.T.S. If you have changed your home address, **YOU MUST CHANGE IT ON S.C.O.T.S. OR SUBMIT A CHANGE OF ADDRESS FORM TO THE OFFICE OF RECORDS AND REGISTRATION.** The form is available in the Office of Records and Registration, Hamilton Hall Student Services Center. Failure to have a correct address on file can result in a financial hold being placed on your account.

Below are specific issues that you need to know. This information will help you avoid a financial hold being placed on your records:

1. Financial aid applicants must apply for student assistance ninety (90) days in advance of registration to assure completion of the award process.