

## **E-REG (Electronic Registration)**

E-REG is a secure website where students will enter and confirm their intention to attend classes in the upcoming semester. For Fall 2009, E-REG opens August 25, 2009, the Tuesday before classes begin, and ends at 11:59 p.m. on Monday, August 31, 2009. **Students take note:** Don't jeopardize your class schedule or your financial aid! It is imperative that you visit the E-REG site and indicate your intention to attend the Fall Semester 2009. You can access this site from anywhere with an internet connection. It's easy, fast, and takes only a moment. E-REG is not required for Summer Sessions. **For additional information type "EREG" in the keyword search from the Edinboro University homepage.**

## **FINAL EXAMS**

Comprehensive final examinations are given only during the designated examination period of each term. They are scheduled by the University and not by the individual instructor. Comprehensive final examinations will not be given during the week prior the designated exam period for each term. Make-up examinations and/or non-comprehensive final exams previously scheduled on the syllabus may be given. Students with special needs should make arrangements with their instructors. All examinations or alternate methods of evaluation will be given in the same room in which the course normally meets during the semester. Classes that use several rooms during the semester will have their final examination in the room in which they hold their first class of the week.

**CONFLICTS:** Every attempt has been made to make this schedule conflict-free. If a student has two examinations scheduled at the same time or more than three examinations in one day, the student should try to resolve the conflict with the instructors involved.

**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://www.edinboro.edu/departments/ssc/scheduling/final\\_exam\\_generic.dot](http://www.edinboro.edu/departments/ssc/scheduling/final_exam_generic.dot) for additional information.

## **FINANCIAL INFORMATION**

### **BILLING FOR SUMMER SESSIONS AND FALL SEMESTER**

Students who complete scheduling for the Summer Sessions and/or Fall 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. All subsequent bills will be electronic and available 24/7 online. Students should verify their home addresses using S.C.O.T.S. The paper invoice will be sent to the student's permanent home address as listed on University records. Online installment plan enrollment as well as Check and Credit card payments may be completed via eBill. **NOTE:** For Fall Semester class schedules; if financial arrangements have not been completed by **August 21, 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 **August 21, 2009**.

### **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 Office of Records and Registration 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 if they did not appear as an estimate on your bill. You must have returned the bill with full payment or verification of adequate financial aid to the Bursar's Office prior to **August 21, 2009 for Fall term, and no later than mid-week prior to start of summer terms**, to complete financial arrangements. **If you do not receive a bill or eBill for any Semester, contact the Bursar's Office. If you scheduled classes you must return the bottom portion of your invoice to the Bursar's Office even if you owe no balance.**

### **INCOMING STUDENTS**

To create a schedule, schedule adjustment, or payment of fees you must report to Hamilton Hall before the last day to add. If you received a bill and **completed ALL financial arrangements** prior to the due date shown on the bill, you are registered. **If you are scheduled for classes 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 Office of Records and Registration in Hamilton Hall Student Services Center. This indicates there is a problem with your class schedule. If you received a bill for the 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.