

# REGISTRATION INFORMATION FOR UNDERGRADUATE AND GRADUATE STUDENTS CURRENTLY ENROLLED IN THE FALL 2016 SEMESTER

## Web Registration System

Online accounts are available for currently enrolled undergraduate and graduate students only. During the preregistration period from Oct. 19–Nov. 29, Quinnipiac students currently enrolled in the Fall 2016 semester may preregister for J-Term 2017 and Spring 2017 classes using Student Planning.

	Credits Completed	Preregistration Dates
Graduate		Oct. 19, 20
Seniors	87 plus	Oct. 24, 25, 26
Juniors	57-86.9	Oct. 26, 27, 28
Sophomores	27-56.9	Oct. 31, Nov. 1, 2, 3, 4
Freshmen	0-26.9	Nov. 7, 8, 9, 10, 11

Other Important Registration Dates:

	J-Term	Spring
Open Registration for currently enrolled students	Nov. 14- Nov. 27	Nov. 14- Nov. 27
Open Registration for graduate and part-time students	Dec. 5- Jan. 2	Dec. 5- Jan. 22
Open Registration for full-time undergraduate students	Dec. 5- Jan. 3	Dec. 5- Jan. 27

If you are an individual with a disability for whom this web registration system will create a barrier, the staff in the registrar's office, in the Arnold Bernhard Library building, will assist you. Refer to your online 2016–17 Quinnipiac course catalog and your Student Handbook for statements and policies on nondiscrimination, compliance and disabilities.

## Access

You are now able to access your registration dates and times through a link at WebAdvisor. Please note that if you have a restriction on your account (e.g., bursar's hold, student health form hold), you must clear your restriction before you can preregister. For questions regarding your financial account, please contact: bursar's office— (203-582-8650 or 203-582-5239).

## Information Services at Quinnipiac

The MyQ Portal provides all students with access to their various electronic accounts. If you have not yet established your MyQ Portal access, please follow the instructions at the following site: [www.qu.edu/about/myq-login-entry-page/](http://www.qu.edu/about/myq-login-entry-page/). You will need your student ID number.

## Academic Evaluation Report

Your academic evaluation report is now called “My Progress” in Student Planning, which is available 24/7 at Student Planning. This report will assist you in planning course selections and meeting your degree requirements.

## Advising

### *MATRICULATED UNDERGRADUATE STUDENTS*

You must make an appointment to meet with your academic advisor. Your advisor's name is listed in Student Planning. Together, you will review your progress and discuss course options in the Spring 2017 schedule of classes. All matriculated undergraduate students must meet with their advisors or a restriction will be placed on their account, which will prevent them from registering.

### *NON-MATRICULATED PART-TIME STUDENTS*

Non-matriculated students should contact the Office of Part-time Admissions for further information on advisement by calling 203-582-8612.

### *GRADUATE STUDENTS*

Matriculated students who are eligible to preregister and need advisement on course selection should contact their program director.

# ADDITIONAL INFORMATION

## Language and Math Placement Tests

Placement exams are available year-round through Blackboard. As a new student you will see a link to the Placement exams in your list of Blackboard courses. If you do not see this Placement Exam “course” in Blackboard, please follow the instructions below:

1. Click on the link for “Technology Help Request” on the bottom left-hand side of the MyQ homepage
2. Click Login Now
3. Click on “Add a New Work Order”
4. Complete the electronic form, specifying which placement test you wish to complete (You may also use this form to report being locked out of an exam)
  - *Call back number:* type in your contact number  
From the pull down-menus, select the following:
    - *Is this an emergency?:* No
    - *Type:* Blackboard
    - *Brief Description:* Add to placement exam
    - *Fill in the Full Details box:* “I request access to the Spanish Placement Test.”
5. Click “Submit Work Order”

An email confirmation of your request will arrive in your inbox within a minute or so. Notification that you have been given access will arrive within 24 hours. Please note that it will take 24-48 hours to determine your correct placement and post it to your record, so be sure to begin the process well before your registration date.

## Test Summary

If you have taken the placement tests, use the Test Summary link to obtain your results and to find the link “Placement Tests and What They Mean.” For questions regarding your results, please contact [CASDeans@qu.edu](mailto:CASDeans@qu.edu)

## Don’t miss out on an international learning experience: Study Abroad!

Quinnipiac students participate in semester, short-term and faculty-led programs abroad in various countries such as Ireland, Australia, Costa Rica, Spain, Italy, China, and South Africa to name a few. Administered by the Office of Multicultural and Global Education, study abroad programs promote a deeper level of understanding of the world by providing an opportunity to live and learn in a new culture. All students are advised to plan early for study abroad and to discuss with their academic advisor to determine whether they can fulfill their graduation requirements through a student abroad program. Students also must attend an information session in the semester prior to the study abroad experience. For more information, contact the OMGE or visit [www.qu.edu/omge](http://www.qu.edu/omge).

## Purchase Textbooks

Once you have completed registration, your textbooks may be purchased online at: [www.efollet.com](http://www.efollet.com). You can also get textbook information by click on “Book Information & Purchase” in WebAdvisor under your Academic Profile.

## Not Returning

If you intend to withdraw from Quinnipiac, please complete a total University withdrawal form by November 30. Forms are available at the deans’ offices at each of the schools and college.