

REGISTRATION INFORMATION FOR UNDERGRADUATE AND GRADUATE STUDENTS CURRENTLY ENROLLED IN THE SPRING 2017 SEMESTER

Web Registration System

Online accounts are available for currently enrolled undergraduate and graduate students only. During the preregistration period from Mar. 20 – Apr. 21, Quinnipiac students currently enrolled in the Spring 2017 semester may preregister for Summer and Fall 2017 classes using Student Planning.

| | Credits Completed | Preregistration Dates |
|------------|-------------------|-----------------------|
| Graduate | | 3/20 – 4/21 |
| Seniors | 87 plus | 3/27 – 3/28 |
| Juniors | 57-86.9 | 3/30 – 3/31 |
| Sophomores | 27-56.9 | 4/3 – 4/4 |
| Freshmen | 0-26.9 | 4/6 – 4/7 |

Other Important Registration Dates:

| | |
|-----------------------|---|
| April 10–21 | Open registration for returning UG/GR students |
| May 1 – 19 | Summer and Fall open registration for returning students |
| | Summer open registration for non-matriculated students |
| Aug. 1–Sept. 1 | Fall open registration for returning students and non-matriculated students |

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 catalog and your Student Handbook for statements and policies on nondiscrimination, compliance and disabilities.

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 Summer and Fall 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.

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

Purchase Textbooks

Once you have completed registration, your textbooks may be purchased online at: 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 April 30. Forms are available at the deans’ offices at each of the schools and college.