

GENERAL REGISTRATION INFORMATION FOR PART-TIME UNDERGRADUATE AND GRADUATE STUDENTS NOT CURRENTLY ENROLLED IN THE SPRING 2017 SEMESTER

Registration Information

Registration begins on **May 1** for Summer 2017 and **Aug. 1** for Fall 2017 and is completed on a first-come, first-served basis. Enrollment limitations are strictly enforced. You can check for course availability by going to WebAdvisor at <https://wa.quinnipiac.edu> and “Search for open classes.” Registration can be done electronically, by fax, mail or in-person.

Students can submit a form electronically at any time following advising. The registration form can be found here: <https://www.qu.edu/admissions/course-registration.html>

Registration by fax or mail should be sent to the attention of the Office of the Registrar, Quinnipiac University, 275 Mount Carmel Ave., Hamden, CT 06518 or fax 203-582-8749. In-person registration is held in the Office of the Registrar located in the Arnold Bernhard Library.

The dates of registration are:

Summer 1 Registration (Courses beginning May 22):
Mon.–Fri., May 1 – May 22

Summer 2 Registration (Courses beginning July 10):
Mon.–Fri., May 1 – July 10

Fall Registration (Courses beginning Aug. 28):
Mon.–Fri., Aug. 1 – Sept. 1

Graduate Course Selection

Students should consult their program directors for admission, course selection and other issues regarding their degree completion. Non-degree students also should consult with the program director regarding permission to enroll in classes. Courses at the 600 level or above are restricted to students who have been accepted to either degree or non-degree status or those with a registration form signed by the graduate program director.

Graduate Programs

All students seeking graduate degrees must apply for admission. Graduate certificate students must meet the same academic standards as degree students and also must complete the application process. Visit www.qu.edu/admission/graduate.html for an application. Candidates interested in taking courses prior to completing the application process may do so only with permission of the appropriate program director. With permission, students may enroll in biomedical sciences (medical laboratory sciences), interactive media, journalism, molecular/cell biology, public relations or teaching courses. Non-degree students are not permitted to take courses offered through the anesthesiologist assistant, cardiovascular perfusion, MBA, MSW, nursing, pathologists’ assistant, physician assistant or radiologists’ assistant programs. Non-degree students are not permitted to continue unless they complete the admissions process and are accepted to either degree or certificate status.

Part-time Undergraduate Programs

Admitted students should contact their adviser regarding course selection and other issues regarding degree completion. Non-matriculated students may call the Office of Part-time Admissions at 203-582-8612 with questions regarding admission and programs offered by Quinnipiac. Adult part-time students may take a limited number of courses without applying for admission (non-matriculated). To be considered for non-matriculated study, the student must have earned a high school diploma at least five years ago. A maximum of 6 credits may be taken in any semester. Advanced courses may require specific prerequisites and permission for registration. Non-matriculated students must contact the registrar’s office for further information about registration. A student who does not meet the above requirements may not register as a non-matriculated student and must contact the admissions office at 203-582-8612 to apply for part-time study and provide official high school and college transcripts. Current non-matriculated students are encouraged to apply for admission/change of status as soon as possible to ensure guidance with course selection and a degree program. No more than 12 credits may be completed by non-matriculated students in the School of Business and Engineering.

GENERAL 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”
- 6) 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 up to two weeks to determine your correct placement and post it to your record, so be sure to begin the process well before your registration date.

Bookstore

Carl Hansen Student Center 203-582-8640

Books, supplies and other items may be purchased in the bookstore, which is located in the rotunda of the Carl Hansen Student Center. The bookstore is open evenings and Saturdays with special rush hours during the first two weeks of classes.

Parking

Students must park in designated student parking lots. For vehicle registration information, visit the MyQ portal, click on Campus Offices, and then on Department of Public Safety. Students need to provide their student numbers, which are printed on the registration receipt.

Classroom Locations

AC	Athletic Center
BC	Clarice L. Buckman Center
CAS	College of Arts and Sciences Center
CCE	Center for Communications & Engineering
EC	Echlin Center
SB	Lender School of Business Center
TH	Tator Hall
LL/LC	Center for Communications & Engineering
SAHL	The Complex
MNH	Medicine, Nursing & Health Science
SLE	School of Law & Education
ABL	Arnold Bernhard Library
YH	York Hill

Check your schedule on the Student Planning for current classroom assignments.

ID Cards

A photo ID (QCARD) is required to borrow books from the library and to use the computer center. New or returning students who do not have an ID should visit the QCARD office in the south administrative wing of the Arnold Bernhard Library. Hours are 8 a.m. to 4 p.m., Monday through Friday. Students receive their photo ID immediately and there is no charge for the first issue of the card. At the photo session, students are required to provide their student number, which is printed on the registration receipt.