

LOCK HAVEN UNIVERSITY

REGISTRAR'S OFFICE

Ulmer Hall 224 – 570-484-2006

registrar@lockhaven.edu -- <https://myhaven.lhup.edu/ICS/Registrar/>

TOPIC	REGISTRATION – FALL 2020
WHEN	<p>Monday, April 6 through Wednesday, April 22, 2020</p> <ul style="list-style-type: none"> • Graduate program students begin Monday, April 6 • Undergraduate program students begin Wednesday, April 8 <p><i>**Based on classification of senior, junior, sophomore, freshman</i></p> <p>Once a registration time opens, access is available through drop/add/withdrawal dates during the spring semester.</p>
WHO	All students who plan to continue enrollment in the fall.
PROCESS	<p>STEP 1: Review academic record/degree audit, program of study requirements, and the schedule of classes. Develop a preliminary list of class choices prior to discussing with the academic advisor.</p> <p>STEP 2: Find registration time by accessing myHaven – Student tab > Course Schedule and Registration > Registration Times.</p> <p>STEP 3: Contact the academic advisor to schedule a time to discuss courses for the upcoming semester. Don't wait until the last minute to try to discuss courses because finding a mutually convenient time may not be easy. Only the assigned academic advisor (or major department chairperson) may grant registration clearance.)</p> <p>STEP 4: Access myHaven when it's time to register. Student > Course Schedule and Registration > Choose the correct Term > Add by Course (enter the course and section numbers) > Add Course(s). <i>Pay close attention to messages received during registration. If a course cannot be added, a message will appear above the add courses section. This message will explain the reason the course is not being added. There is no "save" or "finish" to keep the registration. The courses are automatically registered as courses and sections are entered and successfully added to your schedule.</i></p>
REGISTRATION TIME	<p>Registration times are based on current classification (senior, junior, sophomore, and freshman).</p> <p>Find registration times by accessing myHaven -- Student > Course Schedule and Registration > Registration Times.</p>
REGISTRATION CLEARANCE	<p>It is the student's responsibility to meet/discuss courses with the advisor for scheduling advice and clearance. Do not wait until the last minute to try to do this because finding a mutually convenient time may not be easy.</p> <p>Student must meet/discuss courses with the academic advisor to be cleared for registration. Without this clearance, registration is not possible. Only the assigned academic advisor (or major department chairperson) may grant registration clearance.</p> <p>Students with financial holds can still be cleared by the advisor; when the hold is satisfied, the student may then register.</p>

WHERE TO FIND SCHEDULE OF CLASSES	The schedule of classes and other registration information is available at https://myhaven.lhup.edu/ICS/Registrar/Registration_Information_-_Fall_Semester.jnz .
WHERE TO REGISTER	myHaven > Student tab > Course Schedule and Registration > Add/Drop Courses > Set the Term > choose Add by Course Code (if courses are known) OR choose Course Search (if courses are not known)
CREDIT HOUR LIMIT	<p>A 17.5 sh limit on registration will be in place through April 24.</p> <p>Beginning Saturday, April 25, students will be able to register for a total credit-hour load of 18.0 sh.</p> <p>Beyond 18.0 sh is considered an overload and requires completion of the Course Add form and signature(s).</p>
PREREQUISITES AND OTHER REGISTRATION "BLOCKS"	<p>Registration into courses will not be permitted if there are unmet prerequisites or requirements. Overrides of registration blocks is at the discretion of the department chairperson. This list of department chairs can be found at http://www.lockhaven.edu/academics/deptchairs/index.html</p>
HOLDS ON STUDENT ACCOUNTS	<p>Students with holds (normally financial but there are some other types of holds) are not able to register for courses. Messages regarding holds have been sent to the student prior to the spring registration period.</p> <p><i>Advisors may clear a student to register even if the student has a hold. Once the obligation is taken care of, the hold will be released; if the student has been cleared, registration may occur.</i></p> <p>Some students may have a "hold" on their account, but it does not prevent registration. It is for notification only. Carefully read the message associated with the hold.</p>
DROP/ADD	Students may drop and add any time after their registration time starts. Deadlines for dropping and adding once the semester begins are on the academic calendar (choose the correct session's calendar).
QUESTIONS	Contact the Registrar's Office at 570-484-2006