

Winter 2010 registration for undergraduates begins the week of November 9th
Please read your email regarding winter 2010 registration sent October 22, 2009. Everything you need to know regarding University policies and registration information is included.

- **University Communication Policy:** The University will communicate with undergraduate students through a variety of formats. Information that is sent to undergraduate students from the University via their campus mail box, local address, or their Santa Clara email address is considered official communication and should be treated as such. Students are asked to check their campus mailbox and their Santa Clara email account on a daily basis, and are responsible for reading and responding to the information they receive from the University. Although the University urges undergraduate students to use their Santa Clara email address as their primary email, students who do not check that address regularly should forward their email to their preferred email account.
- **Student Responsibility:** Students are personally responsible for knowing all academic and administrative policies and regulations affecting their program of study and for abiding by all such policies and regulations during their period of enrollment at the University. Continued enrollment is subject to compliance with the academic and administrative policies and regulations as described herein and otherwise published by the University. Failure to understand the policies and regulations does not relieve a student of his or her responsibilities for adhering to the policies and regulations.
- **Important Changes Effective 2009-2010:** Academic Calendar changes: 1) Last day to declare a class P/NP - end of the fourth week; and, 2) Last day to drop a class with a W - end of the seventh week.
- **Students register for classes via University eCampus during the time assigned by the Office of the Registrar.** Students who do not complete registration during the initial registration period may do so during the published late registration period for the term. **Initial registration for a term or class additions are not accepted after the last day of the late registration period.**
- **Students not formally registered for units by the 5th day of the quarter, will be automatically discontinued.** Students wishing to re-enroll with the University must notify the Office of the Registrar in writing of their intent to return using the Returning Student Form and should consult with a University advisor in the Drahnann Center to review their academic plans.
- **During the first week of each term,** students may change their original registration schedule by adding and dropping classes in accordance with the procedures established by the Office of the Registrar. During the second, third, and fourth weeks of the term, a student may drop a class without receiving a mark of "W" for the class on their academic record. From the fifth week to the end of the seventh week of the term, a student may drop a class and receive a mark of "W" for the class on their academic record. Students may not drop classes after the last day of the seventh week of the term. Students who do not complete a course and do not drop the class in accordance with the required procedures will receive an appropriate grade in the class.
- **When you need special permission to add a class-** Some classes require special permission to enroll and may be added only with the instructor's signature on an Add form. These classes are added at the Office of the Registrar, Walsh Administration Building, First floor, at any time during the registration period and no later than 5 p.m., Friday, January 8, 2010, the last day to add a class.

Registration Resources via Web

- **When do I register for classes:** Log onto eCampus and look on the right side of your screen. Your registration appointment time will be available for viewing beginning Monday, October 26, 2009.
- **How to register for classes:** <http://www.scu.edu/registrar/students.cfm>
- **Winter Quarter 2010 Schedule of Classes:** <http://www.scu.edu/courseavail/> **Instructions on how to use Course Availability:** <http://www.scu.edu/studentrecords/upload/How-to-use-Course-Availability.pdf>
- **Spring Quarter 2010 tentative Schedule of Classes:** <http://www.scu.edu/studentrecords/upload/WINTER-SPRING-2010-TENTATIVES-rev-2-9-23-09-2.pdf>
- **Schedule Planning Guide:** <http://www.scu.edu/studentrecords/upload/SCHED-PLAN-GUIDE-winter-10.pdf>
- **University policies:** <http://scu.edu/registrar/schedule.cfm>
- **Academic Calendar:** <http://www.scu.edu/studentrecords/Academic-Calendar.cfm>
- **Frequently asked questions:** <http://www.scu.edu/studentrecords/Frequently-Asked-Questions.cfm>
- **Quick Links:** <http://www.scu.edu/studentrecords/Quick-Links.cfm>