April 4, 2022

Dear Santa Clara student:

This letter outlines important procedures regarding required academic advising and fall quarter 2022 registration.

Academic advising, scheduled from Apr 25 – May 6, is mandatory for all students who intend to register for fall quarter 2022 classes. It is important that you make an appointment remotely with your assigned academic advisor now. A registration hold will be placed on all undergraduate student records. Once you meet with your advisor, the hold will be removed. Students who have an undeclared major may choose to meet remotely with a Drahmann Center University advisor for mandatory advising instead of their assigned academic advisor. Students who do not meet with an advisor will not be able to register until they have been academically advised and the hold has been removed.

You are required to have with you a copy of your degree audit in your advising meeting. Log into eCampus > select Academics tile > choose New Degree Audit > choose View Report as PDF. You also may view your advisor's name from the Academics tile>choose My Advisors. Step by step directions to find and understand your degree audit report are located on the Office of the Registrar website. **Please download a copy of your Degree Audit pdf and scan a copy of this to your academic advisor prior to your advising appointment.**

The complete online version of the fall 2022 Undergraduate Schedule of Classes is accessible on the web at www.scu.edu/CourseAvail beginning Monday, April 18. Please be sure to read the virtual booklet entitled "UGRD Reg Info and Deadlines." You will find this located on the left-hand side of the CourseAvail page. This virtual document lists University policies and procedures pertinent to registration and academics. **Tentative schedules for winter 2023 and spring 2023 are also available.**

Your appointment to register will be available for viewing April 18 on eCampus under the Academics tab. Access the web page "Manage Classes" for direction on how to enroll in, drop, update, and swap classes.   Register on or after your appointment until June 12 and again September 15 through September 23. Refer to the Office of the Registrar's "Frequently Asked Questions about Registration" for further direction.

To log into eCampus enter your User ID and Password and then click on "sign in." If you do not know your password, click on the "Forgot your password?" link. For problems logging in call 408/554-5700. If you continue to have difficulty accessing eCampus or obtaining your classes, please send an email to registrar@scu and describe your issue. Please include your student ID for quick assistance. Please verify and update your address and emergency contact information on eCampus.

Important Note Regarding Financial Aid Eligibility Requirements: A growing number of Santa Clara students are completing degree requirements in winter term of senior year. Some are seeking to register for courses in spring term – which may not be aid eligible. The offices of Financial Aid and the Registrar are highlighting these rules so that advisors and students can plan appropriately. The U.S. Department of Education has basic eligibility requirements for financial aid, which must be met and maintained in order for a student to be aid eligible. This applies to all federal, state and Santa Clara funded aid:
- A student must "be enrolled in an eligible program as a regular student seeking a degree or certificate".
- A student cannot be awarded aid for classes that do not count toward their degree, certificate, or other recognized credential.
- Students are only eligible for federal, state, and University-funded aid when taking classes that are required to complete a degree (primary major, additional major, or minor).

Please keep the above in mind when planning your class schedules. Students can contact One Stop at 408/551-1000 to set up an appointment to meet with a financial aid counselor to ensure they plan accordingly.

REGISTRATION WINDOW 1 (May 9 -June 12)
Students may enroll for no more than 19 units (Engineers 20 units) during the first registration window. (One 2-unit course or two 1-unit courses are not counted as overload units (Request Form))

REGISTRATION WINDOW 2 (September 15-18)
Students who have completed 131 units and have a cumulative grade point average between 2.20 or higher may enroll in 20 units. (One 2-unit course or two 1-unit courses are not counted as overload units (Request Form))

REGISTRATION WINDOW 3 (September 19-23)
Students who are in the University Honors Program or have a cumulative grade point average of at least 3.3 may enroll in up to 25 units without written approval by a University Advisor at the Drahmann Center.

Students who do not meet the criteria to overload on their own may submit a Petition for Unit Overload form the first week of the fall term on the Drahmann Center website (https://www.scu.edu/drahmann/). If the class is closed, a permission number is required.

Students who do not fit into the above two categories may enroll in no more than 19 units (Engineers 20 units) during the second and third registration windows (One 2-unit course or two 1-unit courses are not counted as overload units (Request Form)

If you have questions about registration procedures or how to access your degree audit, please send an email to registrar@scu.edu. Be sure to include your student ID for quicker service.

Sincerely,

Duane Voigt
University Registrar