

SPRING 2012

STUDENT SELF-REGISTRATION GUIDE



FAIRMONT
STATE UNIVERSITY.

PIERPONT
COMMUNITY & TECHNICAL COLLEGE.

FAIRMONT STATE UNIVERSITY PIERPONT COMMUNITY & TECHNICAL COLLEGE

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Registration Begins:

Graduates, Senior's, Post-Graduates, Priority	Monday, October 24
Junior's, C&TC Sophomores	Thursday, October 27
UG Sophomores	Thursday, November 3
Freshmen	Thursday, November 10

OFFICE HOURS:

Campus Offices

Monday – Friday 8:00am – 4:00pm

Student Services Center

Monday – Friday 8:00am – 5:00pm

HOMEPAGE

- ✓ www.fairmontstate.edu
- ✓ www.pierpont.edu

[REGISTRAR'S WEBPAGE](#)

Classification

	<u>Term Pin</u>
Graduates, Post-Graduates, Transients, *Non-Traditional Senior's	000000
*Non-Traditional Junior's, *Non-Traditional C&TC Sophomores	100000
*Non-Traditional UG Sophomores	200000
*Non-Traditional Freshmen	300000

*To be a 'Non-Traditional' student for registration purposes, you must be 25 years of age or older and have taken all off-campus classes the previous semester.

STUDENT SELF-REGISTRATION PROCEDURES

All students can access the student web product to register themselves for classes during their appropriate registration window after they have met with their advisor. Students must meet with their advisors in order to select appropriate courses and ensure progress toward their degree completion. Once courses have been selected and approved, students can select open sections of the courses at the times they want. When the schedule is finalized, students can enter the courses via 'FELiX' during the appropriate window (see above).

❖ UNIFIED COLLEGE ACCOUNT (UCA) USERNAME AND PASSWORD ARE REQUIRED FOR REGISTRATION.

❖ SOME CLASSES REQUIRE STUDENTS TO HAVE PERMISSION FROM THE INSTRUCTOR BEFORE ENROLLING IN THE CLASS.

Step 1: Activate your Unified College Account if you have not already. For assistance, go to myCampus.fairmontstate.edu or myCampus.pierpont.edu and select 'New Users.' Follow the instructions listed.

Step 2: 'FELiX – Account Notifications.' Login to myCampus to view your account notifications. This screen is located in the upper right-hand corner of myCampus and will appear when selecting the 'FELiX' icon. This screen will notify you of any issues that you have outstanding and will remain until the issues have been resolved. These issues may include, but are not limited to:

- A hold on the account
- Balance due on account.
- Outstanding admissions and/ or financial aid requirement
- Residence Life requirement

Step 3: Make an appointment with your academic advisor. To determine who your advisor is:

- Go to myCampus.fairmontstate.edu or myCampus.pierpont.edu
- Select 'Returning Users' and log-in
- Select the 'FELiX' icon in the upper left-hand corner
- Select 'Student & Financial Aid'
- Select 'Student Records'
- Select 'View Student Information'
- Select the appropriate term and click 'Submit'
- If you do not see an advisor listed, please check the list on page 15 for whom to contact in your college.

Step 4: During the meeting with your advisor, you will discuss your academic progress and will determine which courses you should be taking during the next semester. Once you and your advisor agree on the courses you need to take, your advisor will give you a unique PIN that you will use to access the registration form in FELiX. Do not lose this PIN. Only your advisor and academic department have this number.

Step 5: You are now ready to select the actual times you want to take your approved courses. This is done by you, not your advisor, at any computer and at your convenience. The 'Class Search,' located on the registration form, is in real time and can be accessed once you access FELiX. (Directions on how to add/drop classes are found on page 8.)

REGISTRATION NOTES:

- All students, except for graduates, post-graduates, and transients, must meet with their advisor prior to scheduling. This will help ensure progress towards graduation requirements. You need to be familiar with your program requirements and seek proper advice.
- If you received an 'Incomplete' from a previous semester and are finishing the work for that class, **do not register for the class**. Once you complete the work, the professor will submit a grade modification form which will change your grade from an 'I' to a letter grade.
- Please check your academic history online and verify that you are not signing up for a class you have already completed, especially if you have transfer work. You are responsible for the classes for which you register.
- If you have an unpaid financial obligation on your account, you will not be able to add/drop classes. Once your hold has been lifted, you may not be able to access your online account until the next day. Do not wait until the last minute to pay your account. Please visit the Student Services Center in Room 248 Hardway Hall for assistance.
- If you have any problems adding and/or dropping a class or withdrawing for the term, come to the Student Services Center immediately. **Do not wait.**
- You are responsible for your schedule. Every time you add or drop a class, review your schedule on-line and make sure you are registered only for the classes you want.
- If you do not attend a class, you are responsible for dropping that class. You WILL NOT BE AUTOMATICALLY DROPPED FROM THE CLASS.

<u>Hours Earned</u>	<u>Class Rank</u>
90 and up	Senior
60 - 89	Junior
30 - 59	Sophomore
0-29	Freshman

POTENTIAL REGISTRATION RESTRICTIONS

While registering for classes, you may encounter some restrictions that will block your registration. Listed below are some of those restrictions, along with the correct way to fix them. If you have any other problems, please contact Enrollment Services at 304-367-4141.

You Are Not Permitted to Register Error

- **You are attempting to register for classes prior to your priority date.** Please refer to the [Registrar's Calendar](#) for your correct registration date and try again at that time. If you feel you should be able to register, contact Enrollment Services at 304-367-4141.

Student Status Prohibits Registration

- **You are not eligible to register and may need to be readmitted.** Please contact Enrollment Services at 304-367-4141.

You May Not Add or Drop Due to Holds on Your Record

- **You have a hold that prevents registration.** Select the 'View Holds' link under 'Student Records' from the main 'Student and Financial Aid' menu for more information regarding the type of hold and the office to contact. Once the hold is released you may register for classes. However, you may not be able to access your online account until the next day. Do not wait until the last minute to pay your account balance.

Pre-Requisite Error

- **You have not completed the pre-requisite for the class.** The pre-requisite for all classes can be found in the [current college catalog](#) under each course description. In order to get registered for the class, you must obtain a signed add/override form from the INSTRUCTOR of the class. Please note that the instructor's DEAN must also sign the form. Submit the completed form to the Student Services Center. You may contact the instructor and dean of the class either in person, by phone, or by email. All directory information is found on the homepage under [Campus Directory](#).
- **You have completed the pre-requisite, but the class was completed before the Fall 2003 semester under old course numbers.** Please contact Enrollment Services at 304-367-4141 to register for the class.
- **The class has a math pre-requisite and you have completed a higher math class.** You must obtain a signed add/override form from the INSTRUCTOR of the class. Please note that the instructor's DEAN must also sign the form. Submit the completed form to Enrollment Services.
- **You are a transfer student and have not had your transcript sent to Fairmont State University/Pierpont C&TC.** You must do this immediately in order to get credit for classes and pre-requisites. Failure to do so will result in a hold being placed on your account, which will restrict registration.
- **You feel you have completed the pre-requisite.** Please contact Enrollment Services at 304-367-4141.

Closed Section

- **The class is closed and has no more space available.** You can continue to check the online Schedule of Classes (see links above) to see if a seat becomes available due to another student dropping the class. However, it is recommended that you find another class that fits into your schedule. In order to take the class, you must receive permission from the instructor of the class. Once the instructor has given permission, s/he will grant the approval online via 'Registration Overrides' in the Faculty Web System. **You must then register for the class following the registration procedures on pages 2-3. Approval granted online WILL NOT automatically register you for the class.**

Time Conflict

- **You are attempting to register for two or more classes that overlap in time.** You must find another class that fits into your schedule.

Class Restriction

- **You are attempting to register for a class that is restricted for a specific classification (i.e. juniors, seniors).** This means that you do not have the number of hours needed. Class restrictions can be found in the [current college catalog](#) under each course description. In order to take the class, you must receive permission from the instructor of the class. Once the instructor has given permission, s/he will grant the approval online via 'Registration Overrides' in the Faculty Web System. **You must then register for the class following the registration procedures on pages 2-3. Approval granted online WILL NOT automatically register you for the class.**

Major Restriction

- **You are attempting to register for a class that is restricted for a specific major(s) which does not include your major.** Major restrictions are found with each course description in the [current college catalog](#). You can change your major prior to the following deadlines by coming to the Student Services Center. In order to have your major changed for spring, your major change must be completed prior to December 15. In order to have your major changed for summer, your major change must be completed prior to May 1. In order to have your major changed for fall, your major change must be completed prior to August 1. Once the instructor has agreed to allow you to take the class even though your major is restricted for that class, s/he will grant the approval online via 'Registration Overrides' in the Faculty Web System. **You must then register for the class following the registration procedures on pages 2-3. Approval granted online WILL NOT automatically register you for the class.**

Instructor Approval

- **You are attempting to register for a class that requires instructor approval.** You must contact the instructor to receive approval. Once the instructor has agreed to allow you to take the class, s/he will grant the approval online via 'Registration Overrides' in the Faculty Web System. **You must then register for the class following the registration procedures on pages 2-3. Approval granted online WILL NOT automatically register you for the class.**

Link Error

- **You are attempting to register for a class that is linked with another class (i.e., lab and lecture).** You may not register for one class without also registering for the other correct class. Refer to the class schedule for the sections that are linked. When a link error occurs you will not be registered for either part of the class. Once you find the correct link, you must register for both parts of the class again.

Co-Requisite Error

- **You are attempting to register for a class that is linked with another class.** These are classes which must be taken together during the same semester. You may not register for one class without also registering for the other class. When this error appears, the system will tell you which class you also need to take. You must then register for both classes again.

Duplicate Course Error

- **You are attempting to register for two different sections of the same class.** The system will register you for only one of the sections and list the error with the other section. If you have previously dropped a class on the web with a class status of 'DW', the system will also give you the duplicate error. If you want to register for the dropped class again, you must contact Enrollment Services at 304-367-4141.
- **You are attempting to register for two classes that have the same course number (i.e., 1199).** You will only be able to register for one of these classes. To register for the other class(es) with the same course number, you must obtain a signed add/override form from the INSTRUCTOR of the class. Please note that the instructor's DEAN must also sign the form. Submit the completed form to Enrollment Services.

Level Restriction

- **You are attempting to register for a class that is restricted for a specific level (CC, UG, and GR) which does not include your level.** You must choose a different class that is within your level. Seniors near degree-completion may be granted special permission to enroll in a limited number of graduate classes under certain circumstances. Please contact the Office of Graduate Studies for details at 304-367-4101.

Maximum Hours Exceeded

- **You are attempting to register for more than 18 hours.** If you choose to take more than 18 semester hours (up to 21 semester hours), you must first meet the eligibility (see below under ACADEMIC PROCEDURES: Semester Load). If you are eligible, you must obtain a signed 'Overload Approval Form' from your Advisor and the Dean. If you choose to take more 21 semester hours and you are eligible, you must obtain a signed 'Overload Approval Form' from your Advisor, your Dean, and your Provost.

❖ **THE LAST DAY TO DROP A CLASS WITHOUT A NOTATION ON TRANSCRIPT IS MONDAY, JANUARY 23RD.**

❖ **THE LAST DAY TO DROP A FULL-TERM CLASS IS FRIDAY, MARCH 23RD.**

Non-attendance and/or non-payment are not sufficient notice of intent to drop a course or withdraw. If you do not attend and do not properly withdraw prior to the first day of classes, you will be held responsible for a portion of your tuition and fees.

ACADEMIC PROCEDURES

Semester Load: In order to be considered for permission to carry more than 18 hours in a given semester, you must have an overall GPA of 3.0. In addition, you must have a 3.0 GPA from the previous term OR be enrolled in the last semester prior to graduation. Student Credit Load Exception forms must be obtained and signed by the Dean of the College and Provost if the student is taking over 21 hours.

Schedule Changes: You cannot add new classes to your schedule after the schedule change period. However, within this time, you can drop and/or add classes. Classes that are dropped during this period do not appear on your transcript or count as drops toward the Excessive Withdrawal count (see below). Refer to the [Registrar's Calendar](#) for schedule change dates.

Dropping a Class(es): You may drop a class(es) with a "W" being recorded on your transcript based on the schedule below. For specific dates for each term and part of term, refer to the [Registrar's Calendar](#).

- a.) 10th Week of a Full Semester
- b.) 5th Week of the 1st 8 Week Session
- c.) 5th Week of the 2nd 8 Week Session
- d.) 5th Week of the Weekend College
- e.) 3rd Week of the 1st 5 Week Summer Session
- f.) 3rd Week of the 2nd 5 Week Summer Session
- g.) 5th Week of the Weekend College
- h.) 8th Week of the 10 Week Summer Session

Refer to page 8 for instructions on how to drop a class(es).

Withdrawal from Fairmont State University/Pierpont C&TC: You can withdraw from the institution with "W" being recorded prior to the last week of classes. For specific dates, refer to the [Registrar's calendar](#). Be sure to print a copy of the transaction for your records. Refer to page 8 for instructions on how to withdraw from the institution. Failure to properly withdraw may result in failing grades.

Excessive Course Withdrawal Fee: (Effective Fall 2006) When you drop individual courses after the schedule change period has ended, you will be charged a \$50.00 fee for each class you drop after the allowable maximum. Community College students may drop a total of four courses before the fee is charged. University students may drop a total of eight courses before the fee is charged.

Repeating a Course: (Effective Fall 2007) Fairmont State University and Pierpont Community & Technical College enforce Series 22 of the West Virginia Higher Education Policy Commission as follows:

"If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record. Courses passed with a grade of 'C' or better may not be legally repeated."

Grades for courses repeated more than once or repeats of courses attempted in semesters following the one in which the sixtieth hour was attempted will be used in determining grade point average.

Courses completed at Fairmont State with a grade of "D" or "F" may be repeated at any accredited institution, provided the course at the other institution is deemed an equivalent course by Fairmont State and the above stipulations are met. Regularly enrolled students who complete work at another accredited institution must secure written permission from the Registrar before attempting such course work. The transfer grade policy will apply to these grades.

Courses taken at other West Virginia public institutions that are legally repeated at Fairmont State will be a part of the repeat process, provided the course at the other institution is deemed an equivalent course by Fairmont State and the above stipulations are met.

Application for Graduation: If you are close to graduation, you should sign up for a degree audit in the Student Services Center. Degree audits are done two semesters in advance of graduation. Candidates for graduation must also officially apply for graduation two full semesters prior to the term they want to graduate. Please refer to the [graduation homepage](#) for more details.

Credit / No Credit Option: Any student who has completed 58 or more semester hours of credit may select one course per semester on a credit/no credit basis; such courses are to be considered part of the regularly scheduled load. A maximum of 18 semester hours may be completed with this option.

Students may not choose this option for the following courses:

- (a) Major, minor or skill set
- (b) Education certification program

Courses taken under this option will be recorded but will not be reflected in the quality point index. Credit courses will count toward graduation.

Selection of a course for credit/no credit must be made at registration with the approval of the student's academic advisor, and may not be changed after the end of the add-drop period.

The grade CR means C or better.

Auditing a Course: Students may be permitted to attend classes as auditors if they obtain written permission from their advisor and instructors in the classes they want to audit. A student who enrolls in any class as an auditor may not, in the same semester, be considered as enrolled in the class for the purpose of obtaining credit.

Auditors are required to complete the regular registration process and pay regular fees. The decision to audit a course must be made during the add/drop period.

HOW TO ADD/DROP A CLASS(ES)

To Log-in:

1. Go to myCampus.fairmontstate.edu or myCampus.pierpont.edu
2. Select 'Returning Users' and log-in
3. Select the 'FELiX' icon in the upper left-hand corner
4. After selecting the 'FELiX' icon, the 'FELiX – Account Notifications' screen may appear. If it appears, take a moment to review the notifications. Once the notifications have been reviewed, select 'Continue.'
5. Select 'Student and Financial Aid'
6. Select 'Class Scheduling'

To Add Classes:

1. Log-in (see above)
2. Select 'Add or Drop Classes'
3. Select the Term – Spring 2012, Summer 2012, Fall 2012, etc.
4. Enter the appropriate Alternate PIN as indicated on the webpage or given by the advisor
5. Enter CRN's
6. Click 'Submit'
7. Note: You must scroll back down after adding courses to make sure the classes were added appropriately. If there was an error, it will be listed at the bottom of the page. For resolutions to these errors, please see 'Potential Registration Restrictions' listed above.

To Drop Classes:

1. Log-In (see above)
2. Select 'Add or Drop Classes'
3. Select the Term – Spring 2012, Summer 2012, Fall 2012, etc.
4. Enter the appropriate Alternate PIN as indicated on the webpage
5. Select the drop code from the pull down box under 'Action' for all classes you want to drop.
6. When done, click 'Submit Changes'.
7. BE SURE TO LOOK AT YOUR SCHEDULE TO VERIFY THE CLASS(ES) HAVE BEEN DROPPED.
8. If you try to drop your last class, the system WILL NOT ALLOW YOU TO DO THIS. Dropping your last class is actually withdrawing from the Institution for the term. Refer to the section 'Withdrawing from the Institution' for more information.

WITHDRAWING FROM THE INSTITUTION

1. Log-in (see above)
2. Select 'Withdraw From The Institution'
3. Read all information before proceeding.
4. Check the 'CONFIRM' box.
5. Enter your Social Security Number.
6. Select the CURRENT Term – Spring 2012, Summer 2012, Fall 2012, etc.
7. Click 'Submit'.
8. PLEASE PRINT THE PAGE OR MAKE NOTE OF THE CONFIRMATION NUMBER

REFUND POLICY FOR TUITION AND FEES

A student who officially withdraws from the college may arrange for a refund of fees, excluding special fees, in accordance with the refund schedule listed on the Registrar's calendar. Refunds are determined from the first day of the school term. Students who have paid in advance and withdraw prior to first day of classes will receive a 100% refund.

PAYMENT PROCEDURE

WEB PAYMENT SERVICES ARE AVAILABLE AT:
'Payment Services (EPAY)'

This service allows you to pay by check or credit card. This service allows you to authorize your financial aid to be credited to your account (which is required), and to verify your permanent address for difference check mailings.

✓ TUESDAY, JANUARY 17TH BEGINS THE LATE PAYMENT FEE OF \$50.

FINANCIAL ASSISTANCE

You may access information regarding your financial aid on-line through your UCA. Financial Aid counselors are also available by coming to the Student Services Center or by calling 304-367-4141.

FINAL GRADES

Final grades are available online on the Wednesday following finals. To access your final grades:

1. Go to myCampus.fairmontstate.edu or myCampus.pierpont.edu
2. Select 'Returning Users' and log-in
3. Select the 'FELiX' icon in the upper left-hand corner
4. After selecting the 'FELiX' icon, the 'FELiX – Account Notifications screen may appear. If it appears, take a moment to review the notifications. Once the notifications have been reviewed, select 'Continue.'
5. Select 'Student and Financial Aid'
6. Select 'Student Records'
7. Select 'Final Grades'
8. Select 'Spring Semester 2012,' 'Summer Semester 2012,' 'Fall Semester 2012,' etc.
9. Click 'Submit'

If your final grade does not appear, do not contact Enrollment Services. You must contact your professor.

ENROLLMENT VERIFICATION

Enrollment verifications are now completed through student self-service (UCA). To access an enrollment verification:

1. Go to myCampus.fairmontstate.edu or myCampus.pierpont.edu
2. Select 'Returning Users' and log-in
3. Select the 'FELiX' icon in the upper left-hand corner
4. After selecting the 'FELiX' icon, the 'FELiX – Account Notifications screen may appear. If it appears, take a moment to review the notifications. Once the notifications have been reviewed, select 'Continue.'
5. Select 'Student and Financial Aid'
6. Select 'Class Scheduling'
7. Select 'Enrollment Verification'
8. Select 'Request enrollment verification for ...'
9. Select 'Obtain an enrollment certificate for either the current enrollment (default) or for all enrollment
10. Check your campus email account for the specific dates when verifications can be printed for the spring term.

STUDENT ADDRESSES

Physical Address

It is very important to keep your address updated as important information, as well as refund check(s), is mailed to your permanent address on file. You may change your address by coming to the Student Services Center in 248 Hardway Hall or by printing the '[Change of Name and/or Address Form](#)' and submitting it to the Office of Student Services, via email to enrollmentservices@fairmontstate.edu or by fax to 304-367-4789. You may also mail the form to:

Fairmont State University
Pierpont C&TC
ATTN: Enrollment Services
1201 Locust Avenue
Fairmont, WV 26554

If you have any questions or need additional assistance, please contact Enrollment Services at 304-367-4141.

Email Address

Once you have been admitted to Fairmont State University/Pierpont C&TC, you are issued a Fairmont State/Pierpont email address. Please check this address frequently as important information will be sent to you from Enrollment Services (formerly the Financial Aid, Student Accounts, Office of the Registrar, and Office of Admissions).

BUILDING CODES

Fairmont Campus..... Code	Off-Campus..... Code	Off-Campus Code
Colebank Hall..... CH	Barbour County BC	Aerospace Center MT
Education Building..... ED	Braxton County..... BX	Mon County Tech..... MV
Feaster Center FC	Calhoun County..... CL	Preston County PC
Hardway Hall..... HB	Clinical Affiliate CA	Pocahontas County..... PO
Hunt Haught Hall..... HHH	Doddridge County..... DC	Public Schools PS
Jaynes Hall JH	Upshur County Tech..... FE	Randolph County RC
Library LB	Lewis County LW	Tygart Valley RT
Wallman Hall..... WH	Television TV	Taylor County TY
Falcon Center..... FAL	West Virginia University..... WVU	Gaston Caperton Ct..... CC
Virtual Online..... V	United Technical Center UTC	Pratt Whitney PWH
Engineering Technology..... ET		
Folk Life Center..... FOLK		