



FAIRMONT STATE  
UNIVERSITY™



## Student Registration Guide

# FAIRMONT STATE UNIVERSITY STUDENT REGISTRATION GUIDE

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### Registration Priorities\*

Pending Graduates .....		1
Seniors, Graduates, Post-Graduates .....		2
Juniors .....		3
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**\*Please refer to the Registrar's Calendar link for the registration schedule:**

<https://fairmontstate.libcal.com/>

#### OFFICE HOURS:

##### **Campus Offices**

Monday – Friday ..... 8:00 am – 4:00 pm

##### **Turley Student Services Center**

Monday – Friday ..... 8:00 am – 4:00 pm

#### HOME PAGE

✓ [www.fairmontstate.edu](http://www.fairmontstate.edu)

#### STUDENT SELF-SERVICE PORTAL

✓ [my.fairmontstate.edu](http://my.fairmontstate.edu)

#### Classification

*Transient students .....	<u>Term Pin</u> 000000
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\*To be a 'Transient' student for registration purposes, you must be enrolled at another school and returning to that institution.

## Student 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 student self-service during the appropriate window.

### ❖ 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 [my.fairmontstate.edu](http://my.fairmontstate.edu) select 'New User.' Follow the instructions listed.

**Step 2:** 'Account Notifications.' Login to my.fairmontstate.edu to view your account notifications. 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:

- Log-In to '[my.fairmontstate.edu](http://my.fairmontstate.edu)'
- Select 'Student Profile' under the Student Academic Resources card
- If you do not see an advisor listed, please check the list on page 14 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 self-service. Do not lose this PIN. Only your advisor and academic department have this number. **Note: If you apply to graduate or receive priority registration after you obtain your PIN, it will change. You will have to see your advisor for the new PIN.**

**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 student self-service. (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 same class again**. 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. Do not wait until the last minute to pay your account. Please visit the Turley Student Services Center on the 3<sup>rd</sup> Floor of Turley Center or call (304) 367-4141 for assistance.
- If you have any problems adding and/or dropping a class or withdrawing for the term, contact Turley 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.
- During the first 2 weeks of each term students who are reported as *not present* will be dropped from class(es). Being reported as not present may result in severe financial aid challenges.

<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 the Turley Student Services Center at 304-367-4141.

### **NOTE:**

**ALL OVERRIDES WILL BE ENTERED ONLINE BY THE ACADEMIC COLLEGE/SCHOOL THAT TEACHES THE COURSE YOU WANT TO TAKE. PLEASE GO TO THE CHAIR/DEAN'S OFFICE FOR THE PROCEDURE TO OBTAIN AN ONLINE OVERRIDE.**

**ONCE THE OVERRIDE HAS BEEN ENTERED ONLINE YOU MUST REGISTER FOR THE CLASS IN STUDENT SELF-SERVICE. REGISTRATION WILL NOT BE COMPLETE UNTIL YOU ADD THE CLASS AND SUBMIT CHANGES IN STUDENT SELF-SERVICE.**

### Time Ticket Prevents Registration Error

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

### Student Status Prohibits Registration

- **You are not eligible to register and may need to be readmitted.** For more information, please contact the Turley Student Services Center 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 'Holds' link under 'Student Profile' from the main 'Student Academic Resources' menu for more information regarding the type of hold and the office to contact. Once the hold is released you may register for classes. Remember: 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 self-service under each course or by clicking on the Course Title. In order to get registered for the class, you must obtain an override from instructor of the class. Contact information is found on the homepage under '[Campus Directories](#)'.
- **The class has a math pre-requisite and you have completed a higher math class.** You must obtain an override.
- **You are a transfer student and have not had your transcript sent to Fairmont State University.** 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 the Turley Student Services Center at 304-367-4141.

## **Closed Section**

- **The class is at capacity.** You may continue to check the course to see if a seat becomes available due to another student dropping the class or some courses may have a waitlist option (See the 'How to Add/Drop Courses' section for instructions). Overrides for closed courses must be obtained from the instructor of the course.

## **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 obtain an override.

## **Field of Study 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. Major changes must be submitted by the last day to add classes for that semester. Please see the [Registrar's calendar](#) for specific dates. In order to take the class, you must obtain an override.

## **Campus Restriction**

- You are attempting to register for a course designated for High School Dual Enrollment students. You must pick a different section.

## Instructor Approval

- **You are attempting to register for a class that requires instructor approval.** You must contact the instructor to receive approval.

## 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 a co-requisite with another course.** 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, student self-service 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.** Student self-service will register you for only one of the sections and list the error with the other section. If you have previously dropped a class and are attempting to re-register for the same course, the system will also give you a duplicate error. If you want to register for the dropped class again, you will need to wait approximately 10 minutes and try again.
- **You are attempting to register for two classes that have the same course number (i.e. special topics courses).** 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. The signed form must be submitted to [registrar@fairmontstate.edu](mailto:registrar@fairmontstate.edu) directly from the instructor.

## Level Restriction

- **You are attempting to register for a class that is restricted for a specific level (UG or GR) which does not include your level.** Seniors who are near degree-completion may be granted special permission to enroll in a limited number of graduate classes under certain circumstances. To take a class that is restricted to level, you must obtain a signed Concurrent Enrollment Form from your advisor. Please note that the Graduate Program Coordinator and Dean of Graduate Studies must also sign the form. The signed form must be submitted to [gradstudies@fairmontstate.edu](mailto:gradstudies@fairmontstate.edu) directly from the advisor.

## Maximum Hours Exceeded

- **You are attempting to register for more than 18 hours (or 12 hours in summer).** If you choose to take more than the maximum allowed for that term (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 'Student Credit Hour Load Exception 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 'Student Credit Hour Load Exception Form' from your Advisor, your Dean, and the Academic Provost.

## Repeat Count Exceeds 0

- **You are attempting to register for a course in which you have already received a grade.** If you choose to repeat a course in which you earned a "D" or "F" grade, you will need to complete the "Repeat Request Form" available in the [Forms Repository](#). If you choose to repeat a grade of "C" in an upper-level course and you are eligible, you must obtain a signed 'Repeat Request Form' from your Advisor and your Chair/Dean. More information about the Repeat Policy may be found under "Academic Procedures" on page 7 below or in the [academic catalog online](#) under "Course Policies".

Please see the [Registrar's Calendar](#) for important dates and deadlines including:

**THE LAST DAY TO DROP A CLASS WITHOUT A GRADE OF "W" NOTED ON YOUR TRANSCRIPT**

AND

**THE LAST DAY TO DROP A CLASS**

<https://fairmontstate.libcal.com/>

**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 fall or spring semester or more than 12 hours for the summer 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:** Updates to your schedule are permitted during the add/drop period. Classes that are dropped during the add/drop 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):** After the add/drop period referenced above, you may only drop single courses or withdraw completely from the institution. You may drop a class(es) with a "W" being recorded on your transcript based on the specific dates for each term and part of term. Refer to the [Registrar's Calendar](#) for drop/withdraw dates.

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

**Withdrawal from Fairmont State University:** 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 save/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. Students may drop a total of eight courses before the fee is charged.

**Application for Graduation:** Candidates for graduation must officially apply for graduation via [my.fairmontstate.edu](http://my.fairmontstate.edu). It is important to apply early or by the deadline for graduation and to complete your graduation audit appointment to make sure that you are ready to graduate. Graduation audits are provided for students who have applied for graduation only. All other students must see their academic advisor. Graduation audits are provided via campus email accounts. Please refer to the [graduation homepage](#) for more details.

## Repeating a Course (Revised: Effective Fall 2018)

### For coursework earned Fall 2018 or later:

Fairmont State University enforces 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 a course taken prior to the receipt of a baccalaureate degree, and if that student repeats this course prior to the receipt of the baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining the grade point average. The original grade shall not be deleted from the student's record.*

*In upper division courses, a student may formally repeat up to eight credit hours of a grade of "C". The privilege of the "D" and "F" repeat is capped at 21 credit hours including any request for a "C" repeat in an upper division course. The 21-hour cap is firm and shall not be exceeded. Repeat course forgiveness assigned on work earned prior to Fall 2018 (including repeats posted to pre-admission transfer work) is disregarded for this limit. In order to qualify for repeat-course forgiveness, written permission must be obtained from the appropriate dean/department chair of the academic unit where the student's major is housed.*

**Once a grade is removed from the GPA calculation via repeat-course forgiveness, it may not be altered further.** Students who repeat a previously passed class may have limitations on financial aid eligibility for that class.

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

Courses transferred from other regionally accredited institutions that are legally repeated at FSU will be a part of the repeat process, provided the course at the other institution is deemed an equivalent course by FSU and the above stipulations are met.

### For coursework earned prior to Fall 2018:

All students currently enrolled, beginning Fall 2018, shall start with a clean slate of 21 repeat credits. Each student shall be eligible for 21 credits of repeated courses regardless of any earlier recorded repeats appearing on the transcript. The student's grade point average shall be based on the subsequent grade or grades, not the original grade of D or F. The original grade shall not be deleted from the student's record, and will be removed only from the calculation of the GPA.

Once a grade has been removed from the GPA calculation via repeat-course forgiveness, it may not be altered further.

**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 by emailing [registrar@fairmontstate.edu](mailto:registrar@fairmontstate.edu).



# HOW TO ADD/DROP A CLASS(ES)

## To Log-in:

- Go to [my.fairmontstate.edu](http://my.fairmontstate.edu)
- Log in with your username and password
- Select "Open Registration Dashboard" under the 'Student Registration Self-Service' Card

## To Add Classes, use either or both methods:

### **A. To add a class with a known CRN**

- Log into [my.fairmontstate.edu](http://my.fairmontstate.edu)
- Select "Open Registration Dashboard" under the 'Student Registration Self-Service' Card
- Select 'Register for Classes'
- Select the Term
- Enter the appropriate Alternate PIN as indicated on the webpage or given by the advisor
- Click 'Enter CRNs' tab and enter the CRN
- Click 'Add to Summary'
- Note: You must click "Submit" at the bottom of the "Summary" window to register for the course. If there was an error, it will be listed at the top-right of the page. For resolutions to these errors, please see 'Potential Registration Restrictions' listed above.

### **B. To add a class by search for subject**

- Log into [my.fairmontstate.edu](http://my.fairmontstate.edu)
- Select "Open Registration Dashboard" under the 'Student Registration Self-Service' Card
- Select 'Register for Classes'
- Select the Term
- Select 'Find Classes' and 'Advanced Search'
- Select the subject that you wish to search on or start typing the subject and select
- Click 'Search'
- Click the 'Add' button beside the course that you wish to add
- Click 'Submit' at the bottom of the "Summary" window
- Repeat steps as needed until all classes are added

## To Drop Classes:

- Log into [my.fairmontstate.edu](http://my.fairmontstate.edu)
- Select "Open Registration Dashboard" under the 'Student Registration Self-Service' Card
- Select 'Register for Classes'
- Select the Term
- Enter the appropriate Alternate PIN as indicated on the webpage or given by the advisor
- Select the drop code from the pull down box under 'Action' for all classes you want to drop.
- Click 'Submit' at the bottom of the "Summary" window
- BE SURE TO LOOK AT YOUR SCHEDULE TO VERIFY THE CLASS(ES) HAVE BEEN DROPPED.
- If you try to drop your last class, STUDENT SELF-SERVICE 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' below for more information.
- You will not be able to drop a course if you have a hold on your account. You must contact Turley Student Services Center at 367-4141 to complete a Drop Form.

## CLASS SCHEDULING REMINDERS

- ❖ Fairmont State University reserves the right to make changes in the schedule.
- ❖ Assignments of instructors are tentative and subject to change.
- ❖ Classes scheduled on Monday, Wednesday, and Friday will usually begin on the hour (i.e. 8:00).
- ❖ Classes scheduled on Tuesday and Thursday will usually begin at 8:00, 9:30, 11:00, 1:30, and 3:00.
- ❖ Arranged classes - Students taking arranged classes should contact the instructor during the first week of class.

## WITHDRAWING FROM THE INSTITUTION

- Log into [my.fairmontstate.edu](http://my.fairmontstate.edu)
- Select 'Open Term Withdraw Form' from the "Term Withdraw Form" Card
- Read all information before proceeding.
- Select the appropriate Term you are withdrawing from
- Click 'Submit'
- Click 'CONFIRM'
- Ensure that **green** "Withdraw Request Successfully Sent" message appears at the top of the page
- Click green "X" to go back to the main menu

## MIDTERM and FINAL GRADES

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

- Log into [my.fairmontstate.edu](http://my.fairmontstate.edu)
- Select 'Student Profile' from the "Student Academic Resources" Card
- Select "View Grades" on the left side menu
- Select the Term
- Select a Level: Undergraduate or Graduate
- Grades will display at the bottom of the page

If your final grade does not appear, **do not contact Turley Student Services Center**. You must contact your instructor.

## TUITION AND FEES

Please see the most current [tuition & fees](#) online at:

<https://www.fairmontstate.edu/student-services/student-accounts/tuition-fees-charts>

- ❖ Fees are subject to change upon approval of the Fairmont State Board of Governors and the Higher Education Policy Commission.
- ❖ Some classes/programs are subject to having additional fees assessed due to lab costs, computer costs, or other expenses for the course. These fees are not printed in this schedule.
- ❖ See [catalog](#) for a complete listing of other fees.
- ❖ The term "resident" refers to classification for fee purposes only.
- ❖ Registration is not complete until payment is arranged and/or fees are collected.

## PAYMENT PROCEDURE

WEB PAYMENT SERVICES ARE AVAILABLE AT:  
[Touchnet](#)

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 mailing address for difference check mailings.

- ✓ **PLEASE SEE THE [REGISTRAR'S CALENDAR](#) FOR THE LAST DAY TO PAY WITHOUT A LATE PAYMENT FEE OF \$50.**

## 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.

## FINANCIAL ASSISTANCE

You may access information regarding your financial aid on-line through [my.fairmontstate.edu](http://my.fairmontstate.edu). Financial Aid counselors are also available by visiting the Turley Student Services Center or by calling 304-367-4141 during regular business hours.

## ENROLLMENT VERIFICATION

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

- Go to [my.fairmontstate.edu](http://my.fairmontstate.edu)
- Select 'Enrollment Verification' under the 'Student Academic Resources' Card
- Select 'Request enrollment verification for ...'
- Select 'Obtain an enrollment certificate for either the current enrollment (default) or for all enrollment
- Check your campus email account for the specific dates when verifications can be printed for the term.

## STUDENT ADDRESSES

### Permanent and Mailing Addresses

It is very important to keep both addresses updated as important information, may be mailed to either address on file. Difference checks are specifically mailed to the 'mailing' address on file. You may change your addresses by going to [my.fairmontstate.edu](http://my.fairmontstate.edu), then into the 'Personal Information Dashboard' on the "University Quick Access" Card and editing the address. If you have any questions or need additional assistance, or receive an error message, please contact the Turley Student Services Center at 304-367-4141.

### Email Address

Once you have been admitted to Fairmont State University, you are issued a Fairmont State email address. This is the official form of communication from the University. Please check this address frequently as important information will be sent to you from Enrollment Services which consists of: Financial Aid, Student Accounts, Office of the Registrar, and Office of Admissions.

### **BUILDING CODES**

<b>Fairmont Campus .....</b>	<b>Code</b>	<b>Off-Campus.....</b>	<b>Code</b>
Colebank Hall .....	CH	Robert C. Byrd Center.....	BRD
Education Building .....	ED		
Feaster Center.....	FC		
Hardway Hall .....	HB		
Hunt Haught Hall.....	HHH		
Jaynes Hall .....	JH		
Library.....	LB		
Turley Student Srv Ctr.....	TC		
Wallman Hall.....	WH		
Falcon Center .....	FAL		
Virtual Online .....	V		
Engineering Technology .....	ET		
Folk Life Center.....	FOLK		
Crim. Justice Crime House....	CJHOUS		

## OFFICE OF EXPLORATORY ADVISING

The Office of Exploratory Advising offers direct advising services to students who have not selected a degree program (Academic Pathway) and part-time/non-degree seeking students.

- Location: Turley Center, Room 317
- Hours: Monday - Friday, 8:00am - 4:00pm (Evening appointments available upon request.)
- Telephone: (304) 367-4709

## HOW TO FIND US

If you have any questions about Fairmont State University, or would like more information about us, please contact us at:

US MAIL ..... FAIRMONT STATE UNIVERSITY  
..... 1201 LOCUST AVENUE  
..... FAIRMONT, WV 26554

TELEPHONE ..... (304) 367-4141  
..... 1-800-641-5678 ext. 2

TDD ..... (304) 367-4200

FAX ..... (304) 367-4789

EMAIL ..... [studentservices@fairmontstate.edu](mailto:studentservices@fairmontstate.edu)

WEBPAGE ..... [www.fairmontstate.edu](http://www.fairmontstate.edu)

**\*\*Additional Contact Information may be found online:**

**<https://www.fairmontstate.edu/contact>**

