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Financial Responsibility Agreement

BEFORE you can register, you must read and accept the Financial Responsibility Agreement. You must do this for each term in which you plan to register for courses. You should do this as soon as possible after the advising period opens to ensure you have enough time to finish all steps (including clearing holds).

FranklinPierce
UNIVERSITY

Welcome back **Ms. Candace Doe** (*Personal Info* | *Logout*)

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Registration

Add/Drop > >

Financial Responsibility Agreement

Introduction

Before being able to access the Add/Drop Courses screen, you must accept the Financial Responsibility Agreement conditions stated below.

Instructions

Please read the following terms carefully and indicate your acceptance by selecting the "I agree" radio button below and clicking the **Submit** button.

Response to Financial Conditions

1. **PAYMENT OF FEES/PROMISE TO PAY**

I understand that when I register for any class at Franklin Pierce University or receive any service from Franklin Pierce University I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Franklin Pierce University is providing me

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STUDENT AGE

I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by Franklin Pierce University are a necessity, and I am contractually obligated pursuant to the "doctrine of necessaries."

*Required

○ I agree

○ I decline

Submit   Cancel

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Holds

Before you can register for courses, you need to be clear of any registration holds. The most common holds are for financial/billing purposes, but you might also see athletics or missing transcript. After you sign the Financial Responsibility Agreement, the hold will display in the middle of the add/drop window.

Registering for Courses

After accepting the Financial Responsibility Agreement, you may begin to register for courses.
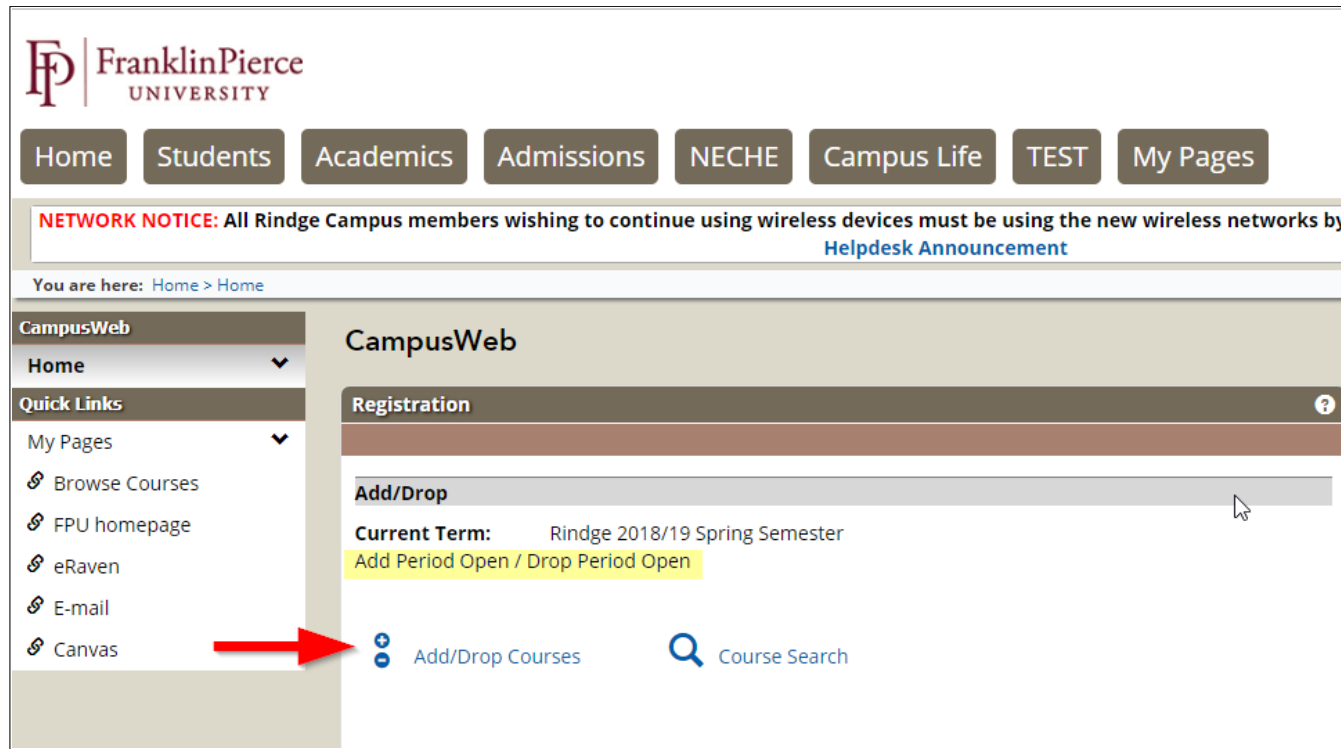
The term will default to a Rindge semester; to select a different term, select from the dropdown menu.
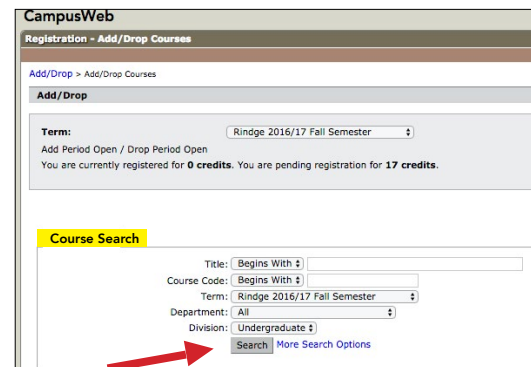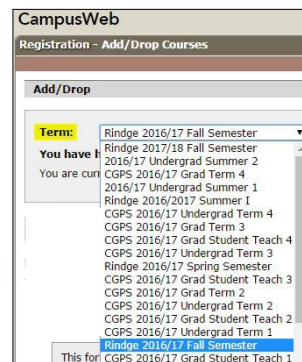
To register, check the box* to the left of the course you want. See the **Status** column to ensure the course is open for enrollment; also, check the **Schedule** to avoid registering for classes at the same day/time. *If you have no checkboxes, there is either a hold on your account or your assigned registration period is closed.*

CampusWeb

Registration - Results

Add/Drop > Results

Search Results

Search Again | Term: Rindge 2016/17 Fall Semester ▼ Division: Undergraduate ▼ | Search | Other previously selected search criteria still apply.

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
☐		AC 001 01	COMPETENCY EXAM IN ACCOUNTING	Betts, Christine	23/30	Open	To Be Announced; Rindge Campus, Bldg Undecided	0.00	8/30/2016	12/15/2016
☑		AC 101 01	PRINCIPLES OF ACCOUNTING I	Lane, Tiffany J	1/28	Open	TR 8:00 AM-9:15 AM; Rindge Campus, Fitzwater Center, Classroom	3.00	8/30/2016	12/15/2016
☐		AC 101 02	PRINCIPLES OF ACCOUNTING I	Betts, Christine	0/28	Full	MWF 9:00 AM-9:50 AM; Rindge Campus, Marcucella Hall, Geology Lab /Classroom	3.00	8/30/2016	12/15/2016

Add Courses

AC - AN | AN - BI | BI - BI | BI - BI | BI - BI | BI - CH | CH - CO | CO - ED | ED - EN | EN - ES | ES - FA | FA - FA | FA - FM | FM - GL | GL - GL | GL - GL | GL - GL | GL - GS | GS - IB | IB - MN | MN - MT | MT - MU | MU - MU | MU - MU | MU - MU | MU - MU | MU - MU | MU - PH | PH - PS | PS - PS | PS - SP | SP - TH | TH - WL Next Page -->

As you register, your courses held for advisor approval. Pay VERY close attention to the **Messages** – you will be told a variety of things here. For example:

- Course Repeat– you've taken this course before, do you really want to take it again?
- Prerequisite Error – you are missing the prerequisite for this course; you may request a waiver
- Full Courses & Wait-listing – this course is full, there is no seat available for you
- Credit Overloads – without additional approval, you may not enroll in more than 7credits
- Your course doesn't count for your program(s) and may affect financial aid *(see Student Financial Services with questions)*

CampusWeb

Registration – Add/Drop Courses

Add/Drop > Add/Drop Courses > Results > Add/Drop Courses

Add/Drop

Term: Rindge 2016/17 Fall Semester ▼

Add Period Open / Drop Period Open

You are currently registered for **11 credits**. You are pending registration for **3 credits**.

◯

Messages (Scroll to Bottom of Page for Additional Actions Required)

AC 101 04 - Successfully added with warnings: Course taken in a previous term.

| Course Search |

Selected Courses - Awaiting Advisor Approval

Drop	Code	Title	Schedule	Location			Credits	Credit Type	Division
☐	AC 101 04	PRINCIPLES OF ACCOUNTING I	MWF 11:00 - 11:50 AM	Rindge Campus	Northwoods Apartments	1	3.00	Regular	Undergraduate

| Drop Course(s) | ✉ Email your advisor

My Account Info

Emailing Your Academic Advisor

Courses will remain in reserved status until your **advisor approves** (advisor has 7 calendar days). To notify your advisor, you must scroll to the bottom of the Registration Results screen and click on Email Your Advisor – **just once** – after you are finished adding all of your courses. If you have more than one advisor, select your **primary** major advisor.

Primary Advisor

Your Primary Advisor is your major advisor. If you have a second major, your Primary was selected upon declaration. If you are unsure, select the advisor with whom you planned out your schedule. **If you click "send email" without checking any of the boxes, no email will be sent.**

Warning Email for Courses Not Approved

Your advisor has 7 calendar days <u>from the time you add your courses</u> **to approve your reserved courses.** If your advisor does not approve by day 5, **YOU** will get a reminder email. If you get this reminder, you should contact your advisor immediately. If your courses are not approved, they will be system-dropped and you may not be able to re-register for them.

Advisor Approval for Course - Reminder

☐ registrar@franklinpierce.edu

Sent: Sun 2/26/2017 3:27 PM

To: ███████████

Mary   Doe   ,

This is to remind you that a course for which you have reserved a seat (EN 115 02 - BANNED BOOKS for Rindge 2016/17 Fall Semester) is about to be dropped at 02/28/2017 02:45 PM. You must get your Advisor's approval by the noted time. Please contact your advisor for an appointment.

Registrar's Office

Dropping Courses

You may drop courses and re-arrange your schedule. If you choose to do this, please note that your advisor may have already approved the first set. Further, any new courses you add, you will need to make sure you inform your advisor as soon as possible. You may use the "email my advisor" block again, but should also communicate directly so that your advisor doesn't think it is a duplicate message.

Selected Courses – Awaiting Advisor Approval

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
☑	AC 102 01	PRIN OF ACCOUNTING II	TR 9:25 - 10:40 AM	Rindge Campus Fitzwater Center 102	3.00	Regular	Undergraduate

Drop Course(s)

My Account Info

Full Courses & Wait-listing

If you are looking to register for a course that is full, you have the option to place yourself on the wait-list. If a seat becomes open, the Registrar (registrar@ franklinpierce.edu) will email you to let you know that you have been moved into the course.

If you choose to be wait-listed*, you will be added to the list in chronological order.

- If a seat becomes available for you, you will be registered and notified.

    o Your wait-listed course does not officially count toward your total enrollment credits for the semester, however Student Financial Services will prepare your bill as if you were registered for the wait-listed course(s).

- If a seat doesn't become available for you, you will be notified.

Prerequisite Error

A prerequisite is a course that must be taken and successfully passed* before registering for the next course. Example: GLE110 must be completed before registering for GLE120.If the course you are attempting to add displays a prerequisite error, you should check the course's prerequisite (click on the course code).

*If you are currently enrolled in the prerequisite course, you will be able to register for the next course.

If you do not have the prerequisite(s) and you believe you still qualify for registration in the course, you must email your advisor and request a **Course Requisite Authorization.** If s/he approves, an authorization to bypass the prerequisite will allow you to then add the course to your schedule on CampusWeb. You will then need to seek out your advisor approval to complete the process.

Credit Overloads

If you are looking to register for 7 or more credits, you need to email your advisor for approval. Please include which course you would like added as an overload.

Course Repeat

You will be warned if you attempt to retake a course you've previously passed. Students may repeat only those courses taken at Franklin Pierce University from which they withdrew or have earned a grade of D, D- or F. Courses with an earned grade of D, D- or F may be repeated twice; withdrawn courses may be repeated without limit*. However, since course repeats may impact financial aid eligibility, students are highly encouraged to contact Student Financial Services (SFS) prior to repeating a course (See Academic Catalog for full details on repeating a course).

All withdrawn courses count as attempted credits.