SUMMER 2016 AND FALL 2016 REGISTRATION PROCEDURES

IMPORTANT REGISTRATION INFORMATION

Continuing students will have the opportunity to register for their summer and fall 2016 classes starting March 1, 2016. Please refer to the advising schedule to see if your advisor is planning an on-site advising session or whether you need to contact your advisor for registration. This is also the time to discuss your overall program with your advisor. As stated in the Degree Completion section of the Academic Catalog, the student bears final responsibility for adherence to all published regulations and requirements of the University including application for graduation. The student cannot transfer this responsibility to his/her advisor. After confirming your schedule, your advisor will issue a PIN number and give you instructions on entering your schedule for the summer and fall semesters.

CANCELLATION OF YOUR SCHEDULE OR WITHDRAWAL FROM A CLASS

CANCELLATIONS
You may cancel your registration schedule for summer 2016 or fall 2016 by the drop/add deadlines below. Registration cancellation means that no fees will be assessed and no academic record will be created for the semester. You may email your advisor to cancel your schedule.

- Summer 2016 – 5:00 pm on Friday, May 27
- Fall 2016 – 5:00 pm on Monday, August 29
- Fall 2016 Minimester – 5:00 pm on Wednesday, October 19 (courses beginning on October 17)

WITHDRAWALS
Withdrawing means dropping a course after the term has begun. Withdrawing from a class may or may not mean that your financial obligation to the university will change. Refer to the refund policy as given in the Degree Completion section of the Academic Catalog. A grade of “W,” “WP,” or “WF” will be assigned in accordance with the Academic Calendar at gardner-webb.edu/student-life-and-services/calendars-and-events/. Please see the Academic Calendar for the withdraw dates. Withdrawals must be processed through the Registrar webpage using the online withdrawal form. Please contact the Registrar’s Office at 704-406-4260 with any questions.

BILLING OR FINANCIAL AID QUESTIONS

Contact Financial Planning at 704-406-4243 or Student Accounts at 704-406-4287. Your advisor will not be able to answer financial aid or billing questions.

ADDITIONS OR DELETIONS

Contact your Academic Advisor if you need to make any schedule changes prior to the deadline for the drop/add (cancellation) dates listed above. You can also use your PIN number to make changes to your schedule before the drop/add dates end. It is good to discuss your intention with your Academic Advisor. Additions or deletions to the fall 2016 minimester may be made until 5:00 pm on October 19, 2016. The October 19 deadline only applies to courses beginning on October 17—not to courses that began on August 22.

STUDENT ACCOUNTS OFFICE INFORMATION

The Student Accounts Office No Longer Mails Billing Statements.

Once you have completed registration and it has been entered into the system by your advisor, you should receive a postcard detailing the Online Billing Statement procedures. You will now access your statement in WebbConnect. This statement will show your balance for the semester. Any textbook charges, estimated financial aid credits, and projected balance due will be available for you to view in WebbConnect. It will also include a due date and payment instructions from the Student Accounts Office. The projected balance, if taking a full semester, is due in the Student Accounts Office by the due date. If you have any questions, please contact the Student Accounts Office at 704-406-4287.
GRADUATION INFORMATION

If you plan to complete degree requirements at the end of the summer 2016 semester, you must complete the online graduation application between March 16 and April 27, 2016. Commencement is Saturday, July 30, 2016.

If you plan to complete degree requirements at the end of the fall 2016 semester, you must complete the online graduation application between June 16 and July 25, 2016. Commencement is Monday, December 19, 2016.

After entering your class schedule you must complete your online application for graduation. You will receive a confirmation email from the Registrar at your Gardner-Webb e-mail address once your graduation application is processed. After submission of your online graduation application, the graduation application fees are billed to your student account.

INCLEMENT WEATHER PHONE NUMBER
1-877-GWU-SNOW (498-7669)
Local 704-406-3898