

GARDNER-WEBB UNIVERSITY
GOAL OFFICE
Spring 2010 REGISTRATION PROCEDURES

IMPORTANT REGISTRATION INFORMATION

ADVISING SESSIONS

Please refer to the advising schedule for the date, time, and location to meet with your advisor. You must meet with or contact your advisor (email or phone) during the months of October and November in order to get registered for spring 2010. This is also the time to look at your overall program with your advisor. After confirming your schedule, your advisor will issue a PIN number and give you instructions on entering your schedule for fall.

CANCELLING YOUR SCHEDULE OR WITHDRAWAL FROM A CLASS

Cancellations – You may cancel your registration schedule for spring 2010 until 5 p.m. on Wednesday, February 10th by contacting your Academic Advisor. Registration cancellation means that no fees will be assessed and no academic record will be created for the semester.

Withdrawals - Withdrawal-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 GOAL Catalog. A grade of “W”, “WP”, or “WF” will be assigned in accordance with the Academic Calendar at <http://www.gardner-webb.edu/registrar/calendar/>. After that date a traditional grade of A, B, C, D, or F will be assigned. **Withdrawals must be processed through the Registrar’s Office at 704-406-4260.**

Additions or Deletions - Contact your Academic Advisor if you need to make any schedule changes prior to the deadline for the drop/add date of January 18th.

BUSINESS OFFICE INFORMATION

****The Business Office No Longer Mails Billing Statements****

Once you have completed the Registration form, 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 MyWebb. This statement will show your balance forward, the per class tuition charge, estimated textbook charges, estimated financial aid credits, and projected balance due based on your pre-registration schedule. It will also include a due date and payment instructions to the Business Office. **The projected balance, if taking a full semester, is due in the Business Office by the due date. Registration for continuing students cleared after the due date will be assessed a \$50; therefore, it is imperative that you meet with your advisor at your scheduled time or phone him/her to register. If you have any questions, please contact the Business Office 1-866-498-4625 Option 4 or locally at 704-406-4287. NOTICE: You are not officially registered until satisfactory financial arrangements have been made with the Business Office.**

GRADUATION INFORMATION

If you plan to complete degree requirements at the end of the spring semester 2010, you must apply for graduation by November 30, 2009. Commencement is May 17, 2010. After entering your class schedule you must complete your application for graduation (cover sheet and degree evaluation). Both of these forms must be submitted to your Academic Advisor.

INCLEMENT WEATHER PHONE NUMBER

1-877-GWU-SNOW (498-7669)
Local 704-406-3898