



## SUMMER & FALL 2019 REGISTRATION

### I. INSTRUCTIONS

1. Prior to registration, **you must complete Term Check-In**, which can be found on the [Self-Service](#) menu bar, at the top of the screen, after logging in.
2. Registration will take place **online** through [Self-Service](#). Please consult [Registration Help](#) for assistance.
3. Graduate Students will register by **class level**:  
(NOTE: **THM** Students, please see specific [THM Registration Instructions](#))

<u>CLASS LEVEL</u>		<u>START DATE</u>
Th.M.		Monday, April 1 <sup>st</sup>
SENIORS	Less than 30 hours remaining	Monday, April 1 <sup>st</sup>
MIDLERS	More than 30 hours completed <b>and</b> 30 hours or more remaining	Wednesday, April 3 <sup>rd</sup>
JUNIORS	Less than 30 hours completed	Friday, April 5 <sup>th</sup>
NEW STUDENTS	Must have completed NSO	Monday, April 8 <sup>th</sup>

**Want to register for a HYBRID or ONLINE course?** On-campus students (students who *live within 120 miles* of Wake Forest) may take online courses, if needed. Registration will open to on-campus students **30 days after the initial registration date**. **Online courses will be opened for all students on May 1<sup>st</sup> at 8:00am.**

4. For Payments and Deadlines, the FACTS payment plan and other Accounting Services information, please refer to the [Accounting Services](#) section of CampusNet. The Accounting Office will be updating their information shortly.

### II. REMINDERS

- **GRADUATING in December 2019?**

Please submit a [Graduation Application](#) following registration!

- Any graduation applications **received after September 4<sup>th</sup>, 2019** will be assessed a **\$125 late fee**.
- **NO** applications will be accepted after September 30<sup>th</sup>, 2019.

- **ADD/DROP Info:**

**Summer 2019**

- For a class that meets in the **Summer Main session**, students may add/drop up **until the Friday of the first week of class.**
- For a class that meets **one week**, students may add/drop up **until the first day of class.**
- For a class that meets **two or three weeks**, students may add/drop **until the third day of class.**

**Fall 2019**

- *Please consult [Registration Help](#) for instructions on dropping a class.*  
**Note: After the last day to add classes** (September 4<sup>th</sup>), the “Drop” feature on Self-Service will be disabled and you will have to contact the Registrar’s Office to be dropped.

\*\*After these deadlines, a student must **withdraw** from the course (tuition will not be refunded).\*\*

\*\*\*\*\* **IMPORTANT NOTE** \*\*\*\*\*  
**Fall 2019 registration changes after August 8<sup>th</sup> will be charged add/drop fees.**  
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### III. ACADEMIC CALENDAR

April 1 – April 8	Summer and Fall 2019 Registration begins by class level <b>Fall graduates should submit graduation applications</b>
May 20 - August 9	Summer Terms Begin (Individual class dates will vary.)
<b>August 8</b>	<b>Fall 2019 Tuition Deadline (Tentative)</b>
August 22	Fall Semester Begins
September 1	Last day to submit PhD Dissertations to PhD Office
<b>September 4</b>	<b>Last day to ADD courses</b> <b>Last day to submit an application to graduate in December</b>
<b>September 11</b>	<b>Last day to DROP courses</b> in order to receive a refund. <b>After this date, registration changes will be considered a Withdraw (no refund).</b>
September 30	Final graduation application deadline
October 7-11	Fall Break
November 1	Last day to submit Theses, Project Reports and Dissertations to Major Professor
<b>November 20</b>	<b>Last day to Withdraw from a class</b> (with a “WP” or “WF”)
November 25-29	Thanksgiving Recess
December 2	Last day to submit Theses, Project Reports and Dissertations to the Library
December 11	Last day of classes
December 12	<b>Graduation Rehearsal</b> Binkley Chapel at 9:00am for both Seminary & College
December 13	<b>Commencement Exercises</b> Binkley Chapel at 10:00am for both Seminary & College