

Southern Wesleyan University SWU On-Campus Program Enrollment Day Instructions

Spring 2019 Enrollment Day: Monday, January 7, 2019

- Preregistered students begin at 8:30 AM – 3:30 PM in the Office of Academic Records
- New students who are not preregistered (or did not complete the enrollment process at Orientation) enroll from 10:30 AM to 12:30 PM
- Any other students, including returning students who are not preregistered, may enroll from 10:30 AM to 12:30 PM

The Office of Academic Records (O-8 Stuart Bennett): Pick up “Enrollment Permit” schedule at the time indicated above. As you move through the steps below, make sure each office initials your permit. If your permit is not initialed by all offices, you will have to go back and start again to get the appropriate signatures before you can complete the process.

STEP 1 – Financial Aid: Your permit must be initialed indicating you are cleared for enrollment by Financial Aid. **Students who have “SKIP STEP 1” printed on their permit may skip this step!**

STEP 2 – Student Accounts: Your permit must be initialed indicating you are cleared for enrollment by Student Accounts. **Students who have “SKIP STEP 2” printed on their permit may skip this step!**

STEP 3 – Nurse: Your permit must be initialed indicating you are cleared for enrollment by Student Life. **Students who have “SKIP STEP 3” printed on their permit may skip this step!**

STEP 4: Admissions: Your permit must be initialed indicating you are cleared for enrollment by Admissions. **Students who have “SKIP STEP 4” printed on their permit may skip this step!**

STEP 5 – **To complete the enrollment process, you must return your completed permit** to the Office of Academic Records. Your permit will not be accepted unless it contains all required signatures. If you do not return your permit, your schedule will be cancelled.

Important Notes:

Late Enrollment: Students who do not attend Enrollment Day may enroll through January 11 (late fees may apply) by reporting to the Office of Academic Records (O-8 Stuart-Bennett). Students who do not complete the Enrollment Process by January 11 will not be allowed to enroll this semester!

Graduation: If you plan to graduate this semester and have not applied, you need to do so immediately!

First Class Attendance Policy: If you do not attend on the first day of class you MAY be dropped. All students registered for classes in the on-campus program are required to attend the first scheduled day of classes and labs. Students who cannot attend the first class are responsible for contacting the instructor prior to the first class meeting to indicate their intent to remain in the class. If a student does not attend the first class meeting or make contact with the instructor, the professor may drop the student from the roll.