

GRADUATE STUDENT REGISTRATION FOR SPRING 2012

TIME & ROOM SCHEDULE FOR SPRING 2012

A complete TIME & ROOM SCHEDULE and registration information is posted at <https://blackboard.unh.edu>. To view Time & Room, select Course Schedule. Hard copies of the TIME & ROOM SCHEDULE will not be printed for graduate students.

REGISTRATION

Beginning on **November 16 (8:30 a.m.)** students may register for graduate-level courses only by:

1. Using the web at MyUNH (<https://blackboard.unh.edu>) and clicking on WEBCAT/Student Services tab.
2. Completing a Graduate Registration Form and mailing it to the Registrar's Office.
3. Completing a Graduate Registration Form and bringing it to the Registrar's Office in Stoke Hall, Durham.

Continuing graduate students are expected to register for classes by **January 24** (the first day of classes).

All graduate students must register by **January 31**.

WEB REGISTRATION DATES

November 16 (8:30 a.m.) – November 30 (6:00 p.m.)
December 9 (8:30 a.m.) – January 31 (6:00 p.m.)

Web Registration is available 24 hours a day, Monday – Saturday, not available Sunday.

HOW TO REGISTER

Go to **MyUNH** (<https://blackboard.unh.edu>), log on and select WEBCAT/Student Services tab.

 **Enter 600001 for your RAC** 
(Registration Access Code)

GRAD 800

Students who register by web for **GRAD 800** (CRN 50471) should pay online at the time of registration. Students who register by phone should mail a check (*be sure to include student ID number, address, and daytime phone*) for \$200 Continuing Enrollment fee, payable to UNH, to: UNH Business Services, 11 Garrison Avenue, Durham, NH 03824. Students who register by mail should send registration form and check (*be sure to include student ID number, address, and daytime phone*) for \$200 Continuing Enrollment fee to: UNH Registrar's Office, Stoke Hall, 11 Garrison Avenue, Durham, NH 03824-3511.

GRAD 900 & DOCTORAL RESEARCH

From February 1 (8:30 a.m.) through February 10 (6:00 p.m.) web registration is **only** available for the following:

- GRAD 800.01 CRN 50831
 - GRAD 900.01 CRN 50471 College Teach & Environ Ed majors
 - GRAD 900.02 CRN 50568 CS and ENGR majors
 - GRAD 900.03 CRN 50620 Non CS/ENGR CEPS majors
 - GRAD 900.04 CRN 51603 COLA majors
 - GRAD 900.05 CRN 51604 COLSA majors
 - GRAD 900.06 CRN 51605 WSBE majors
 - GRAD 900.07 CRN 51610 HHS majors
- [DEPT] 999 - For CRN see **Time & Room Schedule** @ <https://blackboard.unh.edu>.

LATE REGISTRATION

Graduate students who register **after January 31** will be charged a \$25 late fee.

UNDERGRADUATE COURSES

Graduate students may register for undergraduate courses **beginning December 9** by bringing a registration form with the instructor's signature to the Registrar's Office in Stoke Hall or by asking the department to grant "permission" to register on the web. Once permission is granted students may register on the web.

EARLY ADMITS

Early admits must go to the graduate school and fill out a petition to add their 800 level coursework.

DROP/ADD

Students may drop and add courses on the web **through January 31**. Students who wish to make changes to their schedules **after January 31** must complete a Graduate Registration Form and follow the drop/add and other deadlines listed in the "Registration Calendar." Students who drop courses after the first day of classes may be responsible for a portion of tuition and mandatory fees in accordance with the **Withdrawal Date Schedule**.

Visit www.unh.edu/business-services/polinproc.html#withpt.

DEGREE STATUS DISCONTINUED

Students who do not register and pay by **February 10** will have their degree status discontinued. Students who wish to resume their academic program will need to petition for reinstatement and pay a \$65 reinstatement fee and any applicable late fees.

UNH-MANCHESTER REGISTRATION

Students who are taking courses in both Durham and Manchester may complete their registration in person at either location. Registration for UNH-M courses **begins Wednesday, November 16**. Students may register and pay at both sites or at a single site.

FINANCIAL OBLIGATIONS AND BILLING

Students who register **after January 23** must pay tuition and fees at the time of registration. You may check your balance and pay your bill on the web at any time; you may be dropped from your classes if payment is not received by **February 10**. Bills are posted to each student's MyUNH (<https://blackboard.unh.edu>) account – they are not sent through the mail. Billing notifications are sent to students' UNH-assigned email accounts.

Students who plan to use Payroll Deductions should make arrangements before **January 20**.

WEB PAYMENT

To make a payment on your account, just log on to MyUNH (<https://blackboard.unh.edu>), click on WEBCAT/Services tab, select the "Bill/Account Summary" menu option, then select "Make E-Payment now." Enter the appropriate account and dollar information on the screen, and submit the payment. You will receive a payment confirmation number. For a view of your most recent or previous bills, choose the "Bill Statement" link at the upper right.

For more details, read the FAQ at:
www.unh.edu/business-services

Deadline to File Intent to Graduate Forms

Without late fee

Graduation Date	File Intent by
May 2012.....	March 12, 2012
September 2012.....	June 25, 2012
December 2012.....	October 22, 2012

With \$25.00 late fee

Graduation Date	File Intent by
May 2012.....	April 2, 2012
September 2012.....	July 23, 2012
December 2012.....	November 5, 2012