

Office of Summer and Part-Time Studies

Part-Time: Frequently Asked Questions

Registration for Fall or Spring

(For Summer Registration see “Summer FAQ” at www.rochester.edu/osp/summer)

Q.
A.

How do I register?

Get started at www.rochester.edu/college/osp/!

Step 1: Select your courses.

- Course Schedule and Course Descriptions are available at <https://cdcs.ur.rochester.edu>.
- Need help? Contact the Office of Summer and Part-time Studies at osp@mail.rochester.edu or 585-275-2345 or call the College Center for Academic Support, 585- 275-2354.

Step 2: Fill out Registration and Financial Statement forms.

Registration Forms are found on our website under 'Quick Links'. Click on 'Registration Forms'

- Course numbers, titles, and credits are found online under 'Quick Links'. Click on 'Course Descriptions'.
- Tuition charges and discounts for credit courses are also found online 'Quick Links'. Click on 'Tuition and Fees'.
- **Don't forget to sign your financial statement or your registration may not be processed.**

Step 3: Register (by mail or in person).

- Register by mail 15 business days prior to the start of your class or as early as November 14, 2011 for Spring Registration and April 9, 2012 for Fall Registration. Enclose full tuition payment and mail registration and financial statement forms to the Registrar's Office (address on Registration Form).
- You may register in person on or before the first day of your class. Take your completed forms and full tuition payment to:

Bursar's Office, 330 Meliora Hall

Hours: M,T,R,F 8:30 am – 4:30 pm W 9 am – 4:30 pm

www.rochester.edu/adminfinance/bursar

When you turn in your financial statement and payment, the bursar will stamp your registration form. Then take your stamped form to the Registrar's Office, 127 Lattimore Hall, to finalize the registration.

Please Note: To register after the first day of your class, you must have your instructor sign the registration form.

**Register early to avoid the closing of priority courses.*

Step 4: Confirm your registration.

- Call the Registrar's Office, 585-275-8131. Ask for a student UR ACCESS plus PIN. You will be able to confirm your registration, check your schedule, classroom, professors, etc. online at www.rochester.edu/registrar and click on 'UR Access Plus' to select student access.

–OR–

- Confirm your registration by telephone, 585-275-8131.
- The University will not send you a copy of your schedule or a confirmation of your registration so make sure you confirm registration before the start of your class.

Step 5: Obtain an ID card.

- Once registered, go to:
ID Office, Susan B. Anthony Hall, 1st Floor.
www.rochester.edu/living/services/onecard/ID1.htm
585-275-3975

Step 6: Obtain a parking sticker.

- Visit the Parking Office, 109 Fauver Stadium.
- Please have your license plate number, car registration, and student ID card with you.
- For hours, visit www.rochester.edu/parking or call (585) 275-3983.

**Learn more about ID cards and parking under 'Student Identification and Parking'.*

Q.
A.

How long will it take to process my registration?

If you register by mail, you should expect your registration to take about one week, because your Registration Form needs to be processed through the Bursar's Office and the Registrar's Office.

If you register in person by taking your form to the Bursar's Office and

the Registrar's Office, you can expect your registration to be processed in about 2 business days.

Please Note: The time it will take to process your registration is not guaranteed, only estimated.

Q.
A.

What are the deadlines for making registration changes?

The deadline for dropping a course, adding a new course, or changing a course from audit to credit or from credit to audit is before the end of the fourth week of the semester (September 28, 2011 for Fall and February 15, 2012 for Spring). Courses dropped before this deadline will be deleted entirely from the official record. The deadline for withdrawing from a course is the last day of the eleventh week of the semester (November 16, 2011 for Fall and April 4, 2012 for Spring). Withdrawn courses will appear on the official record noted with a "W."

Please Note: If you are dropping or withdrawing from a course, please be aware of the dates and deadlines associated with these actions. Tuition refund amounts are determined by date. The University Bursar's Office Refund Schedule is available on our website under 'Quick Links'. Click on 'Tuition Refund Schedules'.

Q.
A.

How do I add a course?

To add a course, assuming you are already registered, before the end of the fourth week of the semester, you should:

1. Fill out a Drop/Add form, available in Lattimore 312.
2. Ask your professor to sign the form.
3. Take the form to the Bursar's office with full payment. They will stamp your form.
4. Take the stamped, signed registration form to the Registrar's Office, 127 Lattimore Hall.

Adding a course after the fourth week of the semester requires a petition for an exception to The College policy. Petition forms are available at the College Center for Academic Support, 312 Lattimore Hall.

Q.
A.

How do I drop a course?

There are two ways to drop a course:

1. Fill out an official Drop/Add form and submit it to the Academic Services counter, 312 Lattimore Hall. Drop/Add forms are available

there. The date the form is submitted is the effective date of the registration change.

2. Send a letter to:

The College Center for Academic Support
312 Lattimore Hall
P.O. Box 270402
University of Rochester
Rochester, NY 14627-0402

Indicate your name, student ID number or social security number, course number (including the course reference number), and the requested registration change. The postmark date is considered the official date of withdrawal.

Please Note: Official withdrawal from a course is the responsibility of the student. Be sure to file a withdrawal request (as noted above). Notice to instructors, telephone calls to offices on campus, or failure to attend classes cannot be considered official notice of intent to withdraw. The amount of tuition refunded is determined by the official date of withdrawal, so be sure to get these forms in as soon as possible!

Q.

Is the Satisfactory/Fail Option available to part-time students?

A.

No. The S/F Option may be used by matriculated students only.

Student Identification and Parking

Q.

What is my Student ID number?

A.

Your unique 8-digit student ID number is generated the first time you register for a course. Your ID number entitles you to benefits and services around campus; it is recommended you memorize your number and keep your ID card with you at all times.

Q.

Do I need an ID card?

A.

Yes. Once you have registered, you will need to obtain a student ID card. The University provides identification cards for all registered students. This card will also serve as your library card and allow you to utilize the services of the Multi Media Center. Please visit the ID Office on the first floor of Susan B. Anthony Hall to obtain your student ID. For hours and

additional information, please visit
www.rochester.edu/living/services/onecard/Custserv1.htm.

Q. What is 'Blackboard'? Why should I use it?

A. Blackboard is an online service that allows you to view your classes, assignments, professors' documents, and more! By creating a user name and password you can view power points, handouts, syllabi, and assignments posted by professors. Professors can even post your grades on Blackboard so you can view them before you receive them in the mail. To create an account, please contact University Information Technology at 585-275-2000.

Q. When I register, do I get an email address? Do I need one?

A. In general, UR email addresses are not available for our part-time students. The email address you provided on your registration form is recorded in your student account and will be used if needed. You do not need a University email address to access Blackboard.

Q. What is a NetID? Where can I get one?

A. Getting a NetID is fast and EASY! Your NetID is the key to a variety of online services available to you at the University of Rochester, including access to the University's wireless network. Sign up online to get your NetID and create your password. Visit www.rochester.edu/its/netid/ and click 'Get it Here'.

Q. Where do I park?

A. Parking permits are required to park on the River Campus between 7:30 a.m. and 7 p.m., Monday through Friday. To obtain your parking permit, bring your vehicle registration and student ID card to the Parking Office, 15 Fauver Stadium. Prices vary based on the time of day, lot of choice, and frequency of use. More information on parking permits and hours of operation may be found at www.rochester.edu/parking or by contacting the Parking Office at 585-275-3983.

Student Services and Facilities

Q. Can I use the athletic facilities?

A. Part-time students are welcome to use the Goergen Athletic Center for

\$212 per year. The membership is valid for one year or throughout the student's time at the University of Rochester as a part-time student. For more information please visit www.rochester.edu/athletics/recreation/RClub.php or call 585-275-6277.

Q.

Where can I purchase textbooks and other supplies?

A.

The Barnes and Noble Bookstore on the River Campus, located in the Frederick Douglass Building, sells textbooks and materials for your classes. For more information, including hours of operation and online ordering options, please visit www.urochester.bncollege.com.

Q.

What does the library offer?

A.

The Rush Rhees Library, with over 350,000 square feet, contains close to 42 miles of shelving. Total seating capacity is about 2070, providing a seat for almost every third student on River Campus. There are hundreds of lockers and carrels available to students, quiet study areas, plus 55 private studies available to researchers. There are about 100 microcomputers (PC and Macintosh) for student use. For more information, including hours of operation, please visit www.lib.rochester.edu/index.cfm?page=234.

Q.

Can I use my laptop on campus?

A.

Yes. Many areas on campus are wireless. To access the network, simply log in using your NetID.

Q.

What other services are available to me?

A.

The Multi Media Center (MMC) and Educational Technology Center
Current students, faculty, and staff with a current UR ID are eligible to borrow DVDs and videocassettes. The Multimedia Center collection includes DVDs, videocassettes, audiocassettes, CD-ROMs and mixed media materials, i.e. books with an accompanying CD-ROM, video or audiocassette. The Multimedia Center is located in Room G122, ground floor of the Rush Rhees Library.

The Educational Technology Center, located in the back of the MMC, loans digital cameras, mini-DV cameras, and super 8 video cameras to current UR students with proper ID. Call 273-1718 to find out their availability.

The IT Center

Located on the ground floor of Rush Rhees Library, it is open from 12pm Sunday until 9pm Friday and 10am-9pm Saturday during the academic year.

Audio and video equipment is available to the University community for overnight loan including digital still cameras, digital video cameras (mini-DV format), audio cassette tape recorders, audio microphones.

Laptop computers are available for 3-day loan to the University community.

Phone: 585-275-2000

Email: UnivITHelp@rochester.edu

Web: www.rochester.edu/it/itscenter

The Post Office

Located in Todd Union, the Campus Post Office is a privately run station of the United States Postal Service. The USPS contracts the University to sell postage and money orders, as well as handle special service mail such as Express, Certified, Registered, and Insured.

Interfaith Chapel

The Interfaith Chapel is where people come to celebrate their faiths and beliefs. The Chapel is busy with study groups, prayer sessions, and services for a variety of communities. A schedule is available from the Chapel Office by calling 585-275-4321.

Academic Support

Q. If I want to matriculate into a degree program at the University of Rochester, where do I begin?

A. If you are considering pursuing a degree with the University, call the Admissions Office at 585-275-3221 and speak with an Admissions Counselor.

Q. I need some advisement. Where can I go?

A. The College Center for Academic Support can provide advisement for our non-matriculated students. Call them at 585-275-2354 and make an appointment to meet with a part-time studies advisor.

Special Information for Employees

Benefits Eligibility for UR Employees

To determine what, if any, tuition benefits you are eligible for, please contact the benefits office at 585-275-2084.

Q.

What forms do I need?

A.

The Tuition Benefit Waiver is available for download on our website at www.rochester.edu/College/osp. Please read the information carefully. Fill out the form and have your supervisor sign it, and include it with the regular University Registration and Financial form, also available on our website.

Q.

If I decide this course isn't for me, do I simply stop attending?

A.

You have the option to drop or withdraw from your course by completing the appropriate form with the University Bursar's Office Refund Schedule available for download. On our website, www.rochester.edu/college/osp.

Please be aware of the dates and deadlines associated with these actions. They are specified on the College Calendar at www.rochester.edu/registrar/calendar.php.

Also, it is important that you are fully aware of the conditions that accompany your tuition benefit waiver. Specifically:

In all instances, tuition benefits are contingent upon successful completion of the course and continuation of eligibility for tuition benefits based on employment status with the University. If these criteria are not met, the employee will be responsible for payment of the course and any related fees, i.e., late fees. The approved waiver is only for the courses listed. Any change in courses listed (add/drop/withdrawal) will result in the employee being responsible for payment of the course as stated in the University Bursar's Office Refund Schedule.

These are spelled out on the first page of the Tuition Benefit Waiver. The University Bursar's Office Refund Schedule is available for download on our website, www.rochester.edu/College/osp.