REGISTRATION FAQ

Where can I find the latest course listings?

- Here, on the website. The School of Graduate Studies will no longer be mailing traditional paper course guides. In order to update school information and course changes quickly and accurately, as well as conserve natural resources, a frequently-revised course guide is available exclusively online. A limited quantity of traditional paper course guides is available upon request in the Graduate Office. Please visit periodically to ensure knowledge of any changes/revisions to the course offerings.

How does the registration process work?

- Registration for the fall term begins Monday, November 2. Registration forms will not be processed prior to that date. The hours of registration are 8:30 am until 6:00 pm. Please ensure you are cleared through the Student Accounts office prior to registration. Your outstanding balance must be paid in full before you will be officially registered. Therefore, if you are aware that you currently hold an outstanding balance or want to check your status, please contact the Student Accounts Office at 215.248.7116, or accounts@chc.edu. If you need financial aid for the 2009-10 academic year, it is not too late to apply! Please visit the Financial Aid page for necessary documentation and other pertinent information. If you have any questions about your financial aid status, please contact the Financial Aid office at 215.248.7182, or finaid@chc.edu. Please note: you must take six credits per term and be accepted to be eligible for financial aid.

How do I register?

- You may register the following ways:
  - Bring the form to the School of Graduate Studies, third floor of St. Joseph Hall, Room 70, during office hours;
  - Mail the form to the Associate Registrar, School of Graduate Studies, at the address listed on the form;
  - Call 215.248.7018 (if paying by credit card or through approved financial aid);
  - Fax 215.248.7161 (if paying by credit card or through approved financial aid).
If I get a recording when I call to register, what do I do?

- Students registering in person (via walk-in or phone call) will be accommodated first. Registration forms that have been received by the Associate Registrar, School of Graduate Studies, via postal mail or fax will then be entered. If you are calling to register, please leave only **one** message at one number; someone will call you back as soon as possible. In your message please state your name, ID number, and address. Please proceed to name your chosen courses with the corresponding course number, day, and time. Also include a method of payment, including whether you are planning on a deferred payment plan. If you have a discount, please include that information here. Please remember that a tuition discount form must be submitted every fall term for the upcoming academic year. You will be contacted if any problems are encountered while processing your registration.

How will I know my registration was taken?

- We will contact you via your CHC email account with confirmation of receipt of your registration within 24 hours. If you do not yet have a CHC email account, an email will be sent to the personal email address you provided at the time of application. For those students in need of an account, one will be provided to you within the first few weeks after registration begins. It is a CHC School of Graduate Studies policy that every student be assigned a CHC email account. Updates, reminders, news, and other information will be sent out to SGS students via their CHC email addresses only.

When is the last day to register?

- Late registration fees apply two weeks prior to the beginning of each semester. For the best course selection, please register early. January 15, 2010 is the last day for students to add a class for the Early I* term. January 22, 2010 is the last day for students to add a class for the Late II* term. For other pertinent dates, please reference the academic calendar.

*Early I: Psychology; Late II: Education, Holistic Spirituality, & Instructional Technology.