Registration

Office of the University Registrar
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1801 North Broad Street
Philadelphia, PA 19122

215-204-1131
215-204-6626 (fax)
registrar@temple.edu
www.temple.edu/registrar

General Information

Students planning to register for classes should visit the Office of the University Registrar's web site, www.temple.edu/registrar, and click on the “Registration Information” link for information about, and links to, advising, registration, courses offered, and more.

Detailed information regarding courses offered (day, time, location, instructor) is on the Class Schedule [link](https://www.temple.edu/apply/common/cdcheck.asp).

Advising is required for students registering at Temple for the first time and is strongly recommended for all students before registering through Self-Service Banner (SSB) at http://tuportal.temple.edu. Students should contact their school, college, or department advisors for appointments or information. Generally, advisors and students review options and requirements, select courses, and complete and sign a registration form when necessary. For further information on academic advising, please see Advising [link](http://bulletin.temple.edu/archives/2014-2015/undergraduate/about-temple-university/academic-support/#advising) under the Academic Support section of the Bulletin.

Registration Policies

Registration for courses is not optional, and students must not attend courses for which they are not registered. Once a student registers for a course--or is registered by an advisor at the student's request--the student remains financially obligated for the course unless and until he or she drops the course by the prescribed deadlines for dropping and adding courses. Prior to registering for the first time each semester, students are required to accept Temple University’s Financial Responsibility Agreement [link](http://bursar.temple.edu/billing/financial-responsibility-agreement), which outlines the financial terms and conditions associated with course registration.

Students may drop courses and otherwise modify their registrations in Self-Service Banner (SSB) or by working with an academic advisor. Please see www.temple.edu/registrar/documents/calendars/ for add/drop and withdrawal deadlines for each semester and summer session.

Once registered, students must pay tuition and fees according to the Bursar's Office billing schedule. Failure to satisfy billing and financial obligations may result in withholding of official transcripts and diplomas; denial of the right to register for future sessions; and the assessment of late fees and collection costs.

Students who are not planning to attend the semester must drop their course registration. Students who do not drop classes by the end of the official drop/add period (See Academic Calendar for specific dates) remain financially obligated for the amount due. Instructors are advised to issue letter grades for students who have not been attending but are on their roster of registered students.

Students who drop classes by the end of the drop period of a semester or summer session will have their courses dropped. This will relieve them of academic responsibility and of their financial responsibility associated with the course.

Students who withdraw from classes after the drop period are responsible for full payment of all tuition and fees, along with any payment plan fees, and late payment charges. These courses will be recorded on the transcript with the notation of “W,” indicating that the student withdrew. Unpaid tuition balances may be referred for collection, and students may be held liable for paying all associated collection costs and/or legal fees.

Continuing Student Registration

Continuing (or priority) student registration is the period in which all currently enrolled, degree-seeking students can register. Each semester, currently enrolled students are sent an e-mail containing the registration schedule. This schedule is also available on the Office of the University Registrar [link](http://www.temple.edu/registrar) web site under Registration Information.

An installment tuition payment plan is available for students who register for the fall or spring semesters during these periods. See the Tuition and Fees section of the Bulletin for payment information.

Please note the following important information with respect to continuing registration for degree-seeking students (graduates and undergraduates) enrolled in the current semester:
• For fall semester, held mid-March, with initial fall semester E-bills sent beginning in late July and due mid-August.
• For spring semester, held mid-October, with initial spring semester E-bills sent beginning in December and due in January.
• Continuing, degree-seeking students (graduates and undergraduates) may continue to register beyond these dates but must register for their next semester by stated deadlines or risk a late registration penalty. Generally, they must be registered by the first day of the term. Visit the Office of the University Registrar (http://www.temple.edu/registrar) web site for specific registration dates and deadlines.

Open registration is available:
• For new students, readmitted students, and continuing students who could not register during continuing student registration
• For fall semester, held April to late August
• For spring semester, held November to mid-January

An installment tuition payment plan is available for most students who register during this period. See Tuition and Fees (http://bulletin.temple.edu/archives/2014-2015/undergraduate/tuition-fees) for payment information and registration dates.

Late Registration
Temple conducts late registration at the beginning of each semester or summer session. Registration appointments may be required.

All students will be assessed a $100.00 late registration fee beginning the first day of the term.

Schedule Revision (Drop/Add)
Students may revise their schedules at any time after they have registered, through the add and drop deadlines. Students who cannot register online but wish to make changes in their course schedules must do so with the assistance of their academic advisor. Approvals required vary according to the time the transaction is completed. Visit the Office of the University Registrar (http://www.temple.edu/registrar) web site for more information.

Students may not add or drop courses after the published deadline. Dropping the course results in the deletion of the class from the student's roster. It also relieves the student of the financial liability associated with the deleted course. If a refund is due, the provisions of the refund policy will apply.

Student Identification Cards
OWL Cards (student IDs) are produced on the Main Campus by the Office of Orientation (http://www.temple.edu/studentaffairs/orientation) during New Student Orientation. At other times throughout the semester, ID cards are produced by the Diamond Dollars Office at 1910 Liacouras Walk. The cost of a replacement ID card is $20.00.

An OWL Card is needed for entry into buildings, library privileges, and many university services.

ID cards also are issued on the Ambler Campus, Health Sciences Center, and on scheduled days and times at the Center City Campus.

Additional Registration Information
Veterans
Veterans may enroll as full-time or part-time students; however, benefits are based on enrollment status. The Veterans Coordinator in the Office of the University Registrar is available to answer questions concerning VA benefits at 215-204-7378 or vastudentbenefits@temple.edu. For additional information on services offered at the university for veteran and service members, please review the Veteran Affairs web site at www.temple.edu/veterans.

Veterans Certification Process
Veterans may enroll as full-time or part-time students; however, benefits are based on enrollment status. In order to begin the process to use your benefits, it is imperative that you complete the steps that follow before the beginning of the first semester that you are enrolled at the university so that you can receive your benefits in a timely and accurate manner:
• Submit a copy of your certificate of eligibility
• Write your TUID on the front of the certificate
• If you are receiving Chapter 35 DEA benefits, you must also write the social security number of the parent who transferred benefit
• Scan/e-mail your certificate to loriann@temple.edu, fax to 215-204-6626 or hand-deliver a copy to the Office of the University Registrar, 1801 N. Broad Street, Conwell Hall, Room 200.

*NOTE - If you do not submit your certificate of eligibility in advance of the semester beginning it can negatively affect the timely and accurate processing of your program benefit payments.
If you do not have a Certificate of Eligibility, you can obtain a copy by contacting the VA at http://www.gibill.va.gov, click on "Ask a Question" or call 1-888-GI-Bill1.

Once your certificate of eligibility has been processed you will receive a veteran declaration tab on your TUportal. If you would like to use your GI Bill benefits for a term, you must be registered for classes. Go to the Veteran Benefit Declaration page by clicking on the Veterans Declaration link in the Registrar Channel on TUportal.

- On the Veteran Benefit Declaration page, select the term, select "yes" under process benefits, provide your credit hours and click save declaration.
- This process notifies the certifying official that you are ready to have your benefits processed for that term.
- You must submit a declaration to use your benefits!

If you do not want to use your GI Bill benefits for the term, go to the Veteran Benefit Declaration page, select the term, select "no" under process benefits and click save declaration.

The Veterans Coordinator in the Office of the University Registrar is available to answer questions concerning VA benefits at 215-204-7358 or vastudentbenefits@temple.edu.

Additional tools that can help you to make an informed decision about choosing Temple University:

G.I. Bill Comparison Tool Beta

College Scorecard (College Affordability and Transparency Center)
http://collegecost.ed.gov/scorecard/

College Navigator - National Center for Education Statistics
http://nces.ed.gov/collegenavigator/

Yellow Ribbon Program Information 2014-2015

Paying For College
http://www.consumerfinance.gov/paying-for-college/

For more information on VA benefits, go to www.benefits.va.gov/gibill/ (http://www.benefits.va.gov/gibill)

International Students
If a student is on a non-immigrant visa, enrollment for a minimum of 12 credits each semester is required to meet immigration regulations. Non-resident tuition charges are assessed.

Continuing Studies Students
(Non-degree-seeking students attending Temple prior to formal admission into a degree program)

There is no formal application to enroll as a Continuing Studies student; however, first-time enrollees are asked to provide documentation of education completed (high school transcript, GED certificate, college transcripts [minimum 2.00 GPA required], or college diploma). First-year, non-degree-seeking students may register for a maximum of 11 credits per semester. Second-year, non-degree-seeking student registrations are based upon academic progress. However, undergraduate non-degree-seeking students are prohibited from registering via Self-Service Banner and must register through their Continuing Studies office. Continuing Studies students must apply for admission by the completion of 30 s.h. Preadmission counseling, academic advising, registration, and other support services are provided for non-degree-seeking students. Also see the Continuing Studies web site for more information.