

# Registration

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www.temple.edu/registrar

## General Information

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) (<https://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 (<http://bulletin.temple.edu/undergraduate/about-temple-university/academic-support/#advising>) under the Academic Support section of the Bulletin. Detailed course information (day, time, location, instructor) is available on the Class Schedule (<https://www.temple.edu/apply/common/cdcheck.asp>).

## 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 (<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/](http://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 (<http://www.temple.edu/registrar/documents/calendars>) 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 published drop period of a semester or summer session will have their courses deleted.** This will relieve the student of academic and financial responsibilities associated with the course.

**Students who withdraw from classes after the published 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 may 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 (<http://www.temple.edu/registrar>) web site under "Registration Information." In general, eligibility for priority registration is based upon the number of earned credit hours; however, active duty US servicemembers and veterans are eligible to register on the first day of priority registration, regardless of the number of earned credits.

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.**

## Late Registration

Any student registering for the first time after the start of the term will be assessed a \$100.00 late registration fee.

## Schedule Revision (ADD/DROP)

Students may revise their schedules at any time after they have registered, through the add/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. An approval from the instructor may be required if adding a course after it has begun. 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.

## REGISTRATION WAITLISTING

Students may choose to be placed on a waitlist for closed sections of select courses.

Important considerations:

- Student placement on the waitlist will be on a first-come, first-served basis. Special circumstances may be considered by academic advisors or program coordinators in each school/college.
- Students are not automatically registered for the section but will be notified if a seat becomes available.
- Notified students must act by the action deadline, or they will be dropped from the waitlist.
- Students must meet the course requirements, such as prerequisites, co-requisites, etc.
- Students cannot waitlist for a section of a course while already registered or waitlisted for a different section of the same course.
- Waitlisting ends prior to the start of the classes.

## Student Identification Cards

OWL Cards (student IDs) are produced on the Main Campus by the Office of Orientation, New Student & Family Programs (<https://orientation.temple.edu>) during New Student Orientation. At other times throughout the semester, ID cards are produced by the Diamond Dollars Office, located in the Howard Gittis Student Center, Suite 101. 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

For information on services offered at the university for veteran and servicemembers, please review the Military and Veteran Services Center web site at [www.temple.edu/veterans](http://www.temple.edu/veterans).

### Priority registration (PA Act 46)

Pennsylvania Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. Active duty US servicemembers and veterans are eligible to register on the first day of priority registration, regardless of the number of earned credits.

Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at: [www.education.pa.gov](http://www.education.pa.gov) (<http://www.education.pa.gov>).

### Residency Status (PA Act 11)

Pennsylvania Act 11 mandates Temple University to charge the in-state tuition rate to out-of-state students living in Pennsylvania and using their GI Bill benefits under chapters 30, 31, 33, 35 and sections 1606 and 1607. Eligible students will have their student account adjusted to reflect the in-state tuition rate. Temple will also review the financial aid package and make any necessary adjustments based on the in-state tuition rate.

### Veteran Education Benefit Certification Process

Servicemembers or veterans may enroll as full-time or part-time students; however, education benefits are based on enrollment status. For newly admitted students or first-time using education benefits, please follow these steps to declare benefit use via GIBenefits in TUportal:

1. Obtain the Certificate of Eligibility\* or eBenefits summary\* (one-time only)
2. Access GIBenefits in TUportal
3. Submit Servicemember/Dependent information (one-time only)
4. Register for courses
5. Declare to use your benefits for the registered term

#### 6. Upload your certificate of eligibility or eBenefits information (one-time only)

If you do not have a Certificate of Eligibility, you can obtain a copy by contacting the Veterans Administration at [vets.gov](https://www.vets.gov/education/apply-for-education-benefits) (<https://www.vets.gov/education/apply-for-education-benefits>) or call 1-888-GI-Bill1. For students receiving Chapter 31/Vocational Rehabilitation benefits, Form VA-1905 will be sent to the Office of the University Registrar by the VA counselor in lieu of Certificate of Eligibility.

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

G.I. Bill® Comparison Tool  
<https://www.vets.gov/gi-bill-comparison-tool>

College Scorecard (College Affordability and Transparency Center)  
<https://collegescorecard.ed.gov/>

College Navigator - National Center for Education Statistics  
<https://nces.ed.gov/collegenavigator/>

Yellow Ribbon Program Information 2017-2018  
[http://www.benefits.va.gov/GIBILL/yellow\\_ribbon/yrp\\_list\\_2017.asp](http://www.benefits.va.gov/GIBILL/yellow_ribbon/yrp_list_2017.asp)  
[http://www.benefits.va.gov/gibill/yellow\\_ribbon/2017/states/pa.asp](http://www.benefits.va.gov/gibill/yellow_ribbon/2017/states/pa.asp)

Paying For College  
<https://www.consumerfinance.gov/paying-for-college/>

For more information on Veterans Administration benefits, go to [www.benefits.va.gov/gibill/](http://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. **Visit the Continuing Studies web site for more information.**