

# Registration

---

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

215-204-1131  
Web: registrar.temple.edu

## 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). 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 under the Academic Support section of the *Bulletin*. Detailed course information (day, time, location, instructor) is available on the Class Schedule.

## 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, 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 the academic calendar 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 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.

Disclaimer: Tuition and fees are set annually each summer, regardless of the method of instruction. Temple University expressly reserves the right to deliver some or all instruction remotely at its discretion. Tuition, the university services fee and certain other fees are required to be paid in full and will not be refunded regardless of the method of instruction, the inability to access university-maintained facilities, or any disruption to or cancellation of classes, activities, events, services or programs.

## 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 web site under "Course Registration." 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 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.

## Additional Registration Information

### Veterans

A *covered individual* is any individual who is entitled to educational assistance under Chapter 31 (Veteran Readiness and Employment), Chapter 33 (Post-9/11 GI Bill<sup>®</sup>), Chapter 35 (Survivors' & Dependents' Education Assistance), Chapter 1606 (Select Reserve GI Bill<sup>®</sup>), and Chapter 30 (Montgomery GI Bill<sup>®</sup>) benefits.

Newly admitted or currently enrolled students seeking to use their Veteran Affairs (VA) education benefits for the first time should begin by contacting the VA at 1-888-442-4551 or visit VA.GOV for eligibility information.

Prior to enrolling at Temple University, students using Department of Defense (DoD) Tuition Assistance should discuss the educational plan with their Educational Services Officer (ESO) or the counselor within their respective military unit.

### 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).

Eligible students will receive an email with their priority registration date, time, and a special registration PIN. Eligible students who are on Academic Warning or Probation must meet with an academic advisor prior to registration to have the PIN updated to allow registration on the first day of priority registration.

### 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<sup>®</sup> 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.

**Note: GI Bill<sup>®</sup> is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <https://www.benefits.va.gov/gibill/>.**

### 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)

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.

Information regarding additional services available for servicemembers and veterans can be found on the Military and Veteran Services Center web site.

Temple University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## 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)

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. **Visit the Continuing Studies web site for more information.**