

## **SCHEDULING ACTION DATES - FALL SEMESTER**

Use S.C.O.T.S. to change your class schedule. Instructions for using S.C.O.T.S. are available online [www.edinboro.edu](http://www.edinboro.edu) Keyword S.C.O.T.S. An advisor-issued Alternate PIN is required to add or drop a course to an existing class schedule. It is also required to create a class schedule.

**LAST DAY TO ADD OR DROP A COURSE IN PERSON is Friday, August 29, 2008, by 4:30 p.m.\***

**LAST DAY TO ADD OR DROP A COURSE ON S.C.O.T.S. is Monday, September 1, 2008 by 11:59 p.m.\***

\*Or the date established by the University for courses with special start/end dates (See Course Listings)

### **TO WITHDRAW FROM A COURSE: (September 2 – November 7, 2008\*)**

Obtain the appropriate Change of Schedule Form from Hamilton Hall or the Scheduling Office homepage. **Your academic advisor's signature MUST be on the "Change of Schedule" Form before it can be processed, unless you are a graduate or special student.** Present the signed "Change of Schedule" Form to the Scheduling Office in Hamilton Hall Student Services Center for processing. There is a \$25.00 fee to withdraw from a course which is added directly to your financial account with the University. A grade of "W" will be posted to your academic record. If you intend to totally withdraw from all courses, you must contact Enrollment Services in Hamilton Hall Student Services Center (814) 732-5555 extension 473.

**\*THE LAST DAY TO WITHDRAW FROM A COURSE IS Friday, November 7, 2008, by 4:30 p.m. in Hamilton Hall**

\*Or the date established by the University for courses with special start/end dates (See Course Listings)

## **FREQUENTLY ASKED QUESTIONS**

### **1. How do I know when I schedule?**

Your scheduling date is determined by the number of EARNED credits you have on record at Edinboro. Do not count this semester's credits. Check your registration status on S.C.O.T.S. or after you know your number of earned credits, check the scheduling dates on page 59 to determine your date.

### **2. What if I miss my day to schedule?**

**S.C.O.T.S. is available 24 hours a day/7 days a week except for periods of maintenance. DO NOT MISS ANY OF YOUR CLASSES TO SCHEDULE.** Your obligation to be in class does not prevent you from scheduling using S.C.O.T.S. You will not be permitted to schedule before your assigned day. However, you may schedule anytime after until the last day to add.

### **3. Do I need my student ID to schedule?**

Please bring it with you. If you have placed a Public Information Hold on your records, you will be required to show your ID card if you come to the Scheduling Office.

### **4. Can I schedule for both Fall and Summer?**

Yes. You can schedule for both terms during the same scheduling visit.

### **5. How many credits can I take during:**

**Fall Semester: Undergraduate Students** - A normal full-time load for an undergraduate student is 12-18 semester hours. Students who have a cumulative quality point average of 3.00 or better may register for up to 18 semester hours, or 19-21 semester hours with the approval of the advisor, department chairperson and academic dean. Students who have an overall cumulative grade point average of 2.00 to 2.99 may register for 12-18 semester hours. Students who have less than a 2.00 cumulative quality point average may register for a maximum of 16 semester hours.

**Summer** - Students normally take up to six semester hours (eight if two four-credit courses are taken) during a five week Summer Session and up to three semester hours (four if one four-credit course is taken) during a three week Summer Session. Requests to take more than the normal number of credit hours in any Summer Session should be made only under extenuating circumstance and must be approved by the student's advisor, Department Chairperson and Academic Dean.

**Graduate Students** – 15 credits per semester

### **6. Do I need my advisor's approval for Summer courses?**

Yes. You need your Alternate PIN for any course(s) you want to enroll in for the summer sessions. If you can't contact your advisor, contact your Department Chairperson.

### **7. Who is my advisor?**

If you do not know the name of your advisor, login to S.C.O.T.S.; from the Main Menu click on "Student Services & Financial Aid"; then click "Student Records" Open the link "View Student Information". The name of your advisor will be displayed.