

## **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.

### **8. What if a class I want is closed?**

Check the list of available classes on S.C.O.T.S. to see if another section is open OR you may choose one of your approved alternate courses. If neither of these options work, you may attempt to contact the instructor of the course to see if he or she is willing to overload you into the course. You must fill out a Closed Course Form in order to be enrolled.

### **9. Can I schedule classes with overlapping times?**

S.C.O.T.S. will not allow you to schedule overlapping courses. You must bring to the Scheduling Office in Hamilton Hall the instructor's written authorization to schedule courses which meet at overlapping times. Courses that have time conflicts, even with final exams, cannot be scheduled without this authorization.

### **10. Is my schedule correct?**

Please check your Student Detail Schedule or your Day/Time Schedule on the screen for accuracy before exiting S.C.O.T.S. You can avoid problems later by verifying your schedule is correct as soon as you schedule.

### **11. Is my schedule secure?**

Your class schedule is secured when you complete all financial arrangements, e-REG, and attend your classes. If financial arrangements have not been completed by **August 22, 2008**, a financial hold will be placed on your record. Summer Session class schedules are dropped at the conclusion of the registration day of each summer session if financial arrangements are incomplete.

### **12. Where do I find course descriptions?**

Course descriptions are now available on the web: Edinboro homepage Keyword search "S.C.O.T.S." then click Course Catalog or <http://webs.edinboro.edu/welcome/catalogs.asp>

### **13. PINS and Passwords**

For your convenience, your S.C.O.T.S. account or Webmail can be reset using <https://secure.edinboro.edu/scotstools/>. The page can also be reached from the Edinboro homepage Keyword search "Scots Tools."

### **14. Scheduling Book Information**

The information contained in this book is believed accurate at the time of printing. It is, however, subject to change without notice.

### **15. Office Hours**

The Student Services Center, Hamilton Hall is open Monday – Friday 8am-4:30pm during the Fall semester and 8am to 4pm during the Summer sessions.

### **16. Scheduling Dates**

For list of scheduling dates see page 69.

### **SATISFACTORY - UNSATISFACTORY GRADING OPTION**

The "Satisfactory - Unsatisfactory" grading option will be open to any undergraduate student who, at the start of the semester, is in good academic standing AND has more than thirty-one (31) earned semester hours. Students wishing to exercise the "Satisfactory/Unsatisfactory" grading option must do so during the "ADD" period of registration. Completed Satisfactory/ Unsatisfactory forms, with all signatures, must be returned to the Office of Records and Registration no later than the last day to add. After opting for a Satisfactory/Unsatisfactory grade, a student may not then elect to receive a letter grade in that course. For graduate students, the "S/U" grade may be used only in courses PSYC 744 Graduate Study in Psychology-Unit V (Internship) and ART 700 Seminar in Fine Arts. Students should contact the Office of Records and Registration and read the instructions and rules in the University Catalogs.

### **SPECIAL STUDENTS**

(Occasional students not enrolled in a program of study.)

You may schedule beginning **April 21, 2008** via S.C.O.T.S. Your Alternate PIN will be 999999. If you have a question about your status, call the Scheduling Office (814) 732-5555 ext 476. If you are an "occasional student" but intend to pursue a degree, you are urged to complete the application process through the Admission office immediately (814) 732-2761.