

I. General Information

Campus Mailbox: Official mail is sent to the campus box for *all* undergraduates, **including off-campus residents.**

Please stop by the Post Office to pick up your key, free of charge!

Housing: Residence halls open Sunday, January 15 at 8:00am. See Campus Safety on Sunday if you've changed halls or are returning from Rome. Contract meals begin with **dinner** on Sunday.

Bookstore hours: Christmas break hours: M-F 8:00am-5:00pm. Beginning Jan. 16: M-Th 7:30am-6:30pm; Fri. 7:30am-5:00pm; Sat. 10:00am-2:00pm. See www.udallas.bkstr.com.

Classes begin: Tuesday, January 17. GSM classes begin January 14.

Business Office: 8:00am-5:00pm weekdays. Consult your statement for charges. If you receive **financial aid**, make sure you have completed all authorizations.

Other clearances: If Banner Web indicates a hold, you must clear with the appropriate office(s) before you can verify, register, or add or drop classes.

II. Verification: Continuing Students who DID register in November:**Deadline: Jan. 23**(Note: **Rome** students will verify in Rome.)

To complete registration, you must complete 1-4 below by **Monday, January 23:**

Use the Sign In link from www.udallas.edu. User ID is 9-digit ID; PIN is the login PIN you created.

If you've forgotten the PIN, enter ID only and then click Forgot PIN.

1. Update your contact information on Banner Web under Personal Information – Update address, phone, and email.

2. Check your Registration Status on Banner Web under Students – Registration. Use the “View Holds” link at the bottom of the screen (or on the Student Records menu) to see details.

3. Pay Accounts: Payment arrangements are due now. See www.udallas.edu and use the Quick Links menu to access the Business Office page for payment options, or contact Student Account Services in the Business Office (and other offices as necessary) to clear holds.

4. Verify your registration by signing and returning the enclosed verification form (fax 972-721-5132). When we receive the form, we will remove the “Needs to verify” hold. You may also verify in person; see schedule below.

To add or drop: (Must be verified and clear.) *Registration PIN is not required if you early registered.*

Online: Begins January 9, 7:30 a.m. Ends Monday, January 23.

Office: Mon., Jan. 9 – Fri., Jan. 13: 9-12-and 1-5 in Registrar's Office, Braniff.

Mon., Jan. 16: 9-11 and 1-4 in Science Building 1.

Jan. 17 – 23: 9-11 and 1-4 in the Registrar's Office.

Adds and drops cannot be made by mail or without clearance. Audits and courses requiring special approval must be added in the office with appropriate signatures. Students who wish to **add** a class **after** Monday Jan. 23 must have the professor's signature. Adds and drops end January 27.

NOTE: You must clear and verify by January 23 or your registration may be cancelled. Avoid the verification line by returning the enclosed Enrollment Verification Form now and making your changes online.

III. Registration: Continuing Students who did NOT register in November:

(Continuing students who register or clear **after** Monday, Jan. 16, are assessed a late fee of \$30.)

Advisor signature or registration PIN is required for registration. Advisors may not be available before Jan. 16.

To register, first **complete steps 1-3** listed above.

Registration Schedule:

Online – registration PIN required: Begins Jan. 9, 7:30 a.m. Ends Monday, Jan. 23.

Office: Mon., Jan. 9 – Fri., Jan. 13: 9-12 and 1-5 in Registrar's Office, Braniff.

Mon., Jan. 16: 1-4 in Science Building 1.

Jan. 17-23: 9-11 and 1-4 in the Registrar's Office.

Undergraduates/Braniff/School of Ministry – Continuing Students
Spring 2012 Registration and Verification Schedule

JANUARY 2012

NOTE: Adds and Drops will not be processed by mail.

8	9	10	11	12	13	14
Registration & Verification in Reg. Office <i>Online schedule changes possible for those who registered in November</i>						
15	16	17*	18*	19*	20*	21
Halls Open 8:00am	Verification 9:00-11:00 & 1:00-4:00 Registration 1:00-4:00	Classes Begin \$30.00 registration late fee starts today				
<i>Registration & Verification in Reg. Office 9-11am and 1-4pm</i>						
22	23*	24*	25*	26*	27*	28
	Last day to register or verify Online reg. ends	Professor's signature needed to add			Last day to Add or Drop	

* Adds and Drops continue in the Registrar's Office through January 27. Late fee applies beginning January 17.

NOTE: Before you can make schedule changes, verify, or register, you must be clear with all offices on campus, including the library, Student Life, Financial Aid, and the Business Office.