STEP 1 – PROOF OF IMMUNIZATION

Report to the Health Services Unit in Building 44, Room A-40, if you are age 26 and under and have not shown proof of Immunization. You must obtain your immunization record from your physician, previous school or your personal health records. Students with incomplete immunization records will be ineligible to register.

STEP 2 – ACADEMIC ADVISING AND REGISTRATION

Flagship Students

New entering freshman or transfer students,

A. If you are a new entering freshman or transfer student who has earned fewer than sixty (60) credits, you will be advised in the Academic Advising Center in Building 32, Room B01-04. Appointments may be scheduled by calling 202-274-6899.

OR

B. If you are a transfer* student who has earned/transferred more than sixty (60) credits, please report to your academic department. Please refer to the List of Undergraduate and Graduate Departments on pages 4-5 in the online Course Schedule/Guide.

*Bachelor’s degree students transferring or transitioning to a UDC bachelor’s degree program have a designated Transition Advisor from the Academic Advising Center who can assist with any issues that may be experienced with the transfer student’s matriculation process. The Transition Advisor’s role is to help the student make appropriate referrals concerning the transfer process and to navigate general registration, academic, and student support services. The Transition Advisor is not a primary advisor. The Transition Advisor can be found in the Academic Advising Center in Building 32, Room B01-04. Appointments may be scheduled by calling 202-274-6899.

Continuing Students

If you are a continuing student, you are required to meet with your Academic Advisor prior to registering for fall courses. If you have fewer than sixty (60) credits and have a signed Trial Schedule Form, you may register through your my.UDC student portal (see directions under Step 3).
How do I know who my Advisor is?
Students will be assigned to an advisor based on where they are along the path toward completing their degree.

**Graduate Degree:**
Students are assigned to a graduate advisor by the department in which they study.

**Associate's Degree, UDC-Community College:**
If a student is pursuing an associate’s degree, the student will have an advisor in the Student Success Center, a division of the UDC-Community College.

**Bachelor’s Degree Flagship**
Freshman and sophomores: Upon enrollment, students pursuing a bachelor’s degree with fewer than 60 credit hours will have an assigned academic advisor in the Academic Advising Center (AAC). Academic Advisors from AAC will assist students with pragmatic and specific steps to navigate course registration procedures and campus policies, and guide students to appropriate resources. Until a bachelor degree student completes 60 credit hours their advisor will be assigned by the Academic Advising Center.

*Faculty advisors* facilitate student learning through an exchange of ideas allowing the student to express, support, and discuss individual goals and ideas and in which the faculty advisor guides the learner towards the completion of a degree in the program of study. *Faculty advisors* will also guide students in developing strategies for critical learning, program specific requirements and mentoring in the field of study.

Both the Academic Advisors and Faculty Advisors facilitate a link for students to become 21st century learners, responsible citizens, critical thinkers, and liberally educated persons. Each college has specific guidelines for *faculty advising* and use this system to help students decide which courses to take, stay on track with good academic standing and satisfactory academic progress, and move toward completing the degree in a timely fashion.

**Non-Degree Seeking (Special) Students**
If you are a special students who is not-seeking a degree from UDC, you may contact the Academic Advising Center to confirm release of the Advising Hold. You may register online by using the guidelines in Step 3.

*However, if you are in a special program i.e., HISCIp, Dual-Enrollment, etc., please see your UDC Program Advisor.*
STEP 3 – REGISTRATION

What is my.UDC?

my.UDC is a one-stop access point to email, grades, financial aid, student accounts, registration, Blackboard, campus announcements, student government, social networking, campus information and more!

All students may register online. Students needing assistance and/or access to computers may visit the Academic Advising Center in Building 32, Room B-104. The Academic Advising Center is open from 9:00 am to 8:00 pm Monday, Tuesday, and Thursday and 9:00 am to 5:30 pm on Fridays.

Continuing Students may register by accessing my.udc.edu. See instructions for Continuing Students in section A below.

New/Transfer/Non-Degree Seeking Students may register by accessing my.udc.edu. If you have a working UDC email account, you may use the instructions for Continuing Students below, otherwise see section B.

A. Registration for Continuing Students
   a. Login to my.udc.edu
   b. Use your UDC email username which is you first.lastname@udc.edu and your password
   c. Select the “Academics” tab and go to the “Registration Tools” box
   d. Click on “ADD/DROP” classes (think of your schedule as being “empty” – you need to add your class choices to fill it).
   e. Select the Term Spring 2013”
   f. Then you can either:
      i. Type the CRN numbers into the boxes provided and then click the button “Submit Changes” OR
      ii. Click on “Search for Classes” and find the class you need, select your class by clicking the box to the left of the class listing, and then “Submit Changes.” Students cannot cross colleges to take courses. University students must take classes on the main campus and will not be permitted to register for Community College courses. Community College students will not be permitted to register for classes on the main campus.
   iii. One way to ensure you select courses at the appropriate location is to choose “Main” under the “Campus” tab when you search.
g. Confirm, view, and print your schedule by clicking “Student Detail Schedule” under the “Student” tab. This view also shows you the days, times, and locations of your classes.

B. Registration for New/Transfer/Non-Degree Seeking Students

Note: If you have a working UDC email account, you may use the steps for Continuing Students (above).

a. Go to my.udc.edu
b. Click “Self-Service Banner” at the bottom of the page
c. Log in with your User ID and PIN. Your User ID is your student ID number. The first time you log in, your PIN is your 6-digit birthday (MMDDYY). You will be prompted to change your PIN and create a security question
d. Click on “Student” and then “Registration”
e. Click on “ADD/DROP” classes (think of your schedule as being “empty” —you need to add your class choices to fill it)
f. Select the Term —“Spring 2013”
g. Then you can either:
   i. Type the CRN numbers into the boxes provided and then click the button “Submit Changes” OR
   ii. Click on “Search for Classes” and find the class you need, select your class by ticking the box to the left of the class listing, and then “Submit Changes.” Students cannot cross colleges to take courses. University students must take classes on the main campus and will not be permitted to register for Community College courses. Community College students will not be permitted to register for classes on the main campus.
   iii. One way to ensure that you select courses at the appropriate location under the “Campus” tab when you search.

h. Confirm, view, and print your schedule by clicking “Student Detail Schedule” under the “Student” tab. This view also shows you the days, times, and locations of your classes.

REGISTRATION NOTES FOR ALL STUDENTS

*If you are registering for a lecture and a lab, you must register for them at the same time. You must also take the “matching” lecture and lab (e.g. if you take section 1 of the lecture, you must take section 1 of the lab).
**If you want to drop a class, choose “Web Drop” from the drop down menu and then click on “Submit Changes” at the bottom of the page.**

## STEP 4 – PAYMENT OF TUITION AND FEES

### TUITION & FEES MUST BE PAID ON THE DAY OF REGISTRATION OR CLASSES WILL BE DROPPED

- If you use agency or voucher payments, these will be processed in Student Accounts, Building 39, Suite A-145.
- For all other payment types (cash, check, credit card), please report to the Cashier’s Office, Building 39, 2nd Floor.
- If you need time to pay, you may wish to use the Tuition Management System (TMS) a monthly payment plan. Please visit the Office of Student Accounts Building 39, Suite A-145 or visit the website https://udc.afford.com/home.
- If you register online, you can pay online by using a credit card (MasterCard, Visa, and Discover only). **Note:** When paying online, you must pay the tuition bill in full; no partial payments can be made.

## STEP 5 – STUDENT HEALTH INSURANCE

_The University of the District of Columbia and the University of the District of Columbia Community College_ are proud to bring you student illness and accident insurance for the 2012-2013 academic year through CHARTIS.

- After completing your self registration, please review the student health insurance policy if you have not done so.
- All students who enroll at UDC and UDC-CC must have health insurance coverage. New students are automatically enrolled in the CHARTIS insurance plan, and charged accordingly when registering for classes.
- If you already have comparable coverage and wish to waive out of the plan, you can do so at www.studentinsurance.com/Schools/DC/UDC.
- Students are required to waive only once in an academic year, - not every semester.
- Spring fees (premium): domestic students $109.00 and international students $329.00

Note: Students have to pay and be reimbursed on their student account, as the health insurance fee is refunded only when the student has completed the online insurance waiver process by the deadline. The insurance company must confirm the student’s comparable coverage, and then email the approved waiver. This can take up to 6 weeks from the waiver deadline.

Waiver Deadline: February 1, 2013.

For additional information concerning Student Insurance, see the website at http://www.udc.edu/hr/student health insurance.htm or contact the Student Insurance Administrator: Candice Moore, Building 44, Room A-40; 202.274.5030; cmoore@udc.edu;

STEP 6 – IDENTIFICATION CARD/ (ONEcard)

Report to Building 39, Room C-04 (Public Safety Office).

- **New Students:** Will be issued an ID card after tuition and fees have been paid. Report to Building 39, Room C-04.

- **Continuing Students:** Old IDs must be replaced with the new ONEcard. You must bring proof that you have paid in-full for the current academic term.

- **Replacement ID Cards:** Replacement cards are issued for lost, stolen or defaced ID’s, after completing a UDC Police report, payment of the requisite fee, and proof of registration for the current academic term.

Note: This ID card is required for access to all University services and must be presented upon request to – Public Safety personnel in all University buildings and grounds.
FINANCIAL AID DEADLINE—FRIDAY, JANUARY 11, 2013

You must have all requested documents turned in and have accepted your award offer on your my.UDC student portal on or before January 11, 2013, to ensure that you have funds available before classes begin. If you are late, you must pay the full tuition and fees or a payment plan by January 28, 2013, or your courses will be dropped for non-payment. If you are eligible for aid, your late charges will be reimbursed once your file is processed during the fall semester.

*Students Placed on Financial Aid Suspension* – Students on suspension, must submit a completed appeal on or before Friday, January 11, 2013. Students denied their appeal will have their 2013 Spring Semester aid award cancelled and must pay or have a payment plan to pay their classes.

*New Students*: Please check your personal email regarding the status of your financial aid application or visit the Financial Aid Office in Building 39, Room A-122. If you do not have a my.udc account, visit my.udc.edu and click on the link at the bottom for new students. Once you have registered, and obtained a UDC email account, you can log in to my.udc.edu and check your financial aid status. Use your UDC email username and password to log in.

*Continuing students*: Please check your financial aid status via your my.UDC student portal at my.udc.edu. Also check your UDC email or visit the Financial Aid Office in Building 39, Room A-122.

FINANCIAL AID BOOK VOUCHERS

If you have a credit balance after all 2013 Spring Semester charges have been assessed, you may obtain a book voucher from the Financial Aid Office beginning Monday, January 7 until Friday, January 18, 2013.

So that refund checks can be processed, NO BOOK VOUCHERS WILL BE AUTHORIZED AFTER FRIDAY, JANUARY 18, 2013.

FINANCIAL AID REFUND CHECKS

For students that have a credit balance after all charges are assessed, the Financial Aid Office will authorize aid to disburse to your student account. Refund checks are generated approximately two weeks after the 100% tuition refund period and when your instructors have verified that you are attending class.