

Additional Registration Information for Adult Undergraduate Students Advised by the College of Graduate and Continuing Education (CGCE)

If you are a student advised by CGCE, it is very important to register at your assigned registration time. CGCE-advised students are given a registration advantage through early registration. If you miss your registration time, you will lose this advantage. For this reason, you are encouraged to see your advisor during scheduled advising periods even if you plan to register much later. This will avoid possible access delays at the time of attempted registration.

Most currently enrolled students advised by CGCE will register online through the University's [My.Scranton](#) intranet portal and the University information system, Self Service (UIS).

Those **not** able to register through web registration are the following:

- New admits through CGCE
- CGCE students who are returning from a leave of absence
- Students on academic probation
- High school students, diocesan scholarship recipients, or senior citizen students
- Visiting students (including cross-listed ROTC students and Marywood University cross-registrants) taking courses to transfer to another educational institution.

Registration of students in these groups will be processed by CGCE staff. Contact the CGCE Office of Student Services and Advising at (570) 941-7580 for details regarding registration periods. Additionally note that undergraduate students in a Combined Baccalaureate/Master's degree program must register for the graduate level courses through CGCE.

Other Important Information

Course Section Designations:

- Courses with section designations of 30 – 38 are normally evening classes.
- Section designations of 1 – 29 are normally day classes.
- Section 39 designates telecourse courses.
- Sections 300-399 designate web-based courses.

University email: It is important for you to check your University of Scranton email account often. All electronic communication from the University is directed exclusively to the University of Scranton electronic mailbox. Students are expected to access their University email account on a weekly basis, though daily is recommended. University departments and faculty routinely use email to communicate important campus, academic program and course information.

Degree Completion: If you are completing your degree requirements by the next upcoming graduation date (August, December, January or May), you must submit an *Application for Degree* at the CGCE Office of Student Services and Advising by the deadline published in the catalog. If you prefer, you may complete the form on the web at <http://www.scranton.edu/commencement/udegree.shtml>

If you have questions or comments, please call the CGCE Office of Student Services and Advising at (570) 941-7600.