

Registrar's Office

New Incoming Student Guide



Contact Information

Location: Whitecar Hall, Suite 1100

Web Page: www.usciences.edu/registrar

Email: registrar@usciences.edu

Fax: 215-596-8819

Address:

USciences
Registrar's Office, Box 32
600 South 43rd Street
Philadelphia, PA 19104

Business Hours:

Summer: 8:30AM – 5:00PM, M-TH
Regular: 9:00AM – 5:00PM, M-F

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- NOTE: Please refer to the *Student Handbook* and *University Catalog* for official academic policies and curriculum requirements.

Class Schedules

Your schedule will be viewable on WebAdvisor under 'My Class Schedule'. Schedules are not mailed.

First time students: You will see EX 101 02 as the only class on your schedule in WebAdvisor until your fall schedule is processed. Schedules will be completed by the middle of August. This is a very long process to register all new students. You will see your schedule on WebAdvisor immediately after it is processed. Please do not call the Registrar's Office concerning your schedule; it will only delay the scheduling process.

Transfer Students: You will see EX 101 02 as the only class on your schedule in WebAdvisor until your schedule is processed. Transfer student schedules are done by your program department based on courses accepted. The department forwards a registration form to the Registrar's Office for processing. It is the department's responsibility to choose the course sections that are available and do not conflict with other chosen sections using WebAdvisor. If you have questions about the course sections on your schedule or if you do not have a schedule please contact your program department or transfer coordinator. Once you have an advisor assigned on WebAdvisor your advisor will be the contact.

If you want to change your schedule see Drop/Add for procedure to change your schedule.

EX 101 01 Electives to be added

EX 101 01 is added to your schedule if your required course credits do not place you in full time status. You will want to meet with your Advisor on Welcome Weekend and discuss which courses you should take in your curriculum. Transfer students may contact your advisor as soon as the advisor is assigned.

AP/IB Credit

Accepting or Declining AP/IB credit.

Students who qualify for AP or IB credit as a substitute for the comparable course at USciences must submit to the Registrar's Office a completed AP/IB Action form that includes the signatures of the students and their academic advisors. This form indicates whether or not the student accepts or declines the AP or IB credit. If, after consultation with their academic advisors, the students choose to accept the AP or IB credit, they must submit a Drop/Add form to the Registrar's Office to remove their registration in the comparable course (if pre-registered for the course). If, after consultation with their academic advisors, the students choose to decline the AP credit they must so indicate on the AP/IB Action form, and their registration for the comparable course (if any) will remain in force. The AP/IB Action form must be submitted to the Registrar's Office by the student prior to the last day of the Drop/Add period of the first semester of enrollment at USciences. NOTE: The full text of the Advanced Placement credit and the International Baccalaureate credit policies appears in the Student Handbook and the University Catalog.

AP/IB Action Form: www.usciences.edu/registrar/forms

Transfer credit

Transfer credit from other institutions approved by the Admission Office will appear on your transcript late in October. If you have credit at another University and want to have it reviewed for transfer credit at USciences an official transcript will need to be sent to the Admission Office prior to the first day of the term. After the first day of the term official transcripts should be sent to the Registrar's Office. See contact information for address. The Registrar's Office will forward your transcript to the appropriate department for approvals. If you decide to take the course here at USciences the transfer credit for that course will be removed from your transcript.

Drop/Add (Class Schedule Changes)

New Students: First year student Drop/Add begins the **Saturday** of Welcome Weekend in August. The Registrar's Office will be open **Saturday from 12-2pm** for first year students only. You must make all changes in-person; web registration is not available. Advisor's signature is required for any changes to your schedule except switching one section of a course to another section of the same course. The Drop/Add form must be completed by you to be processed and can be found in the Registrar's Office or on the Web at www.usciences.edu/registrar/forms. Do not call the Registrar's Office to change your schedule. Your schedule can only be changed in-person starting on the Saturday of Welcome Weekend.

Transfer Students: Transfer students will want to work with their program department and advisor to make changes to their schedule depending on the transfer credits accepted. Your transfer credit will be updated in WebAdvisor by the end of October in time for Spring registration. You will need your advisor's signature on a drop/add form for any changes that require pre-requisites..

First year transfer students will need to do all changes in person with a Drop/Add form.

Second year transfer students will be able to make changes on WebAdvisor if your Ed Plan has been approved by your advisor and the course sections do not require pre-requisites. If you have the pre-reqs, but they are not yet on your record, you will need to use a Drop/Add form signed by your advisor. Submit the form to the Registrar's Office in person.

Third year and above transfer students do not require advisor signature or Ed Plan approval unless you are trying to register for a course requiring pre-reqs that are not yet on your record. In that case registration will require your advisor's signature on a Drop/Add form. Submit the form to the Registrar's Office in person..

Choosing Course Sections

Before seeing your Advisor or the Registrar's Office you need to make sure that any changes you want to make will be possible. WebAdvisor will be your tool and for future terms you will use it to register for all of your courses. Click the Search for Sections link to find the course section offerings. You will need to choose two fields. The best way to find what you are looking for is by filling in the term and the subject and click submit at the bottom. Check to see if the section you want is open; if the section is closed the status will say Closed and the Available/Capacity column will say 0/##. Notice the Section Name and Title is a link. Click on this link to see if there are any pre-reqs or additional times and days; also check here for special Comments and a link to textbook information. Once you have verified the course section is open and fits into your schedule you can see your advisor for approval and then take the Drop/Add form to the Registrar's Office for processing. Always have backups! If a section only has a couple of seats left it may close before you can get into it.

Transcripts

As a new student you will not have a USciences transcript until grades for the Fall term have been processed unless you have transfer credit or AP/IB credit. AP/IB credit will appear on your transcript by the end of September and transfer credit will appear by the end of October. You can also view your transcript on WebAdvisor.

There are two kinds of transcripts: Unofficial Transcripts (no charge) for student/advisor use* and Official Transcripts (\$6.00 per copy since July 2, 2001) which are sent to other educational institutions, employers and other appropriate third parties.

A written and signed request is required for the release of any transcript. Due to security and privacy concerns transcripts are not faxed to any recipient.

Except during peak periods transcripts are mailed, or ready for pick up, after 12:00 noon on the next business day after your request is received. Also at the end of each semester transcripts are frozen during grade processing beginning on Reading Day.

*Please note: Unofficial Transcripts are stamped "Not Valid for External Use" and do not show the University name.

How to Request a Transcript

You have two options:

- **In Person** – Come to the Registrar's Office, 1st Floor Whitecar Hall Suite 1100, and fill out a form at the counter.
- **In writing** – Use one of the printable request forms on the "Forms" section of our website, OR provide the information below (YOUR REQUEST MUST BE SIGNED):
 - If not using our form your request should provide:
 - Your name
 - Social Security # or student ID
 - Beginning and ending dates of attendance
 - To whom and where the transcript should be sent
 - Current daytime phone number or email address

See *Contact Information* to mail your request (including a check or money order payable to USciences for Official Transcripts)

Enrollment Verifications

Enrollment Verifications are used to verify your enrollment, full-time/part-time, class level, program, and major. This information is usually requested by you for your loan company, health insurance company, scholarship committee or any other reason you will need to verify you are enrolled.

A verification can be requested in-person, or by fax, mail, or e-mail. See *Contact Information*. If you require your Social Security Number to be included on the Enrollment Verification we require your signed release. Please use the printable form and submit in-person, fax or mail. Requests submitted by email will not include Social Security Number.

Please use our printable Enrollment Verification Form
or if you submit a written request please provide:

Your name

Student ID

Where it should be mailed or faxed; or indicate that you will pick up the form after 12:00 on the next business day

Grades

Final course grades begin to appear on WebAdvisor on the evening of the faculty submission due date at the end of each term. Dates can be found on the academic calendar on the Registrar's website.

Please DO NOT call or email the Registrar's Office to ask about your grades. Since grades are entered directly by instructors, we do not have any additional information about the grades you see online. If you have concerns about your grades please contact the instructor.

WebAdvisor

WebAdvisor is a Web interface that provides students with secure access to information stored in the University administrative database known as Colleague. Both systems are products of Datatel, Inc. Students can find the site by clicking on the Current Students link on the University home page and then clicking on WebAdvisor in the Quick Links box or using the URL webad.usip.edu directly. WebAdvisor contains both public and private information. The public information, such as the Schedule of Classes, is available without a login. To access private personal information, students must log in with a Username and password. All University students are issued a Username. Instructions for obtaining your Username and password are provided during Orientation.

Once logged in, students can view their class schedule, grades, grade point average, and other personal information. WebAdvisor also provides access to student billing and financial aid information, as well as advising/educational planning tools.

If you are having technical problems with WebAdvisor you will need to email the IT help desk at helpdesk@usciences.edu from your USciences email account with your name, ID, and phone number. If you do not have access to your USciences email account send an email to the same address although it may take longer to process.

Academic Calendar

The Academic Calendar is located on the Registrar's website, www.usciences.edu/registrar (link to Academic Calendar is in left panel).

Schedule of Classes

The Registrar's Office coordinates with the academic departments to produce a schedule of classes for a term. Information is gathered from the departments and entered for viewing on WebAdvisor prior to the registration period. The Registrar's Office does not choose the time and days of classes. The time and days of classes are established by the Department Chairs and designated department schedulers. The Registrar's Office assigns rooms to those course sections that require a room.

Change of Profile Information

www.usciences.edu/registrar/forms Change of Student Information form

Address Change, Local or Permanent

Local Address is a temporary residence while attending the university. (Bills are NOT mailed to this address.)

Permanent Address (home address) is the address where all official mail such as bills are sent. Residence Halls are considered University property and CANNOT be used as a permanent (home) address.

Name and/or Social Security Number Change

Supporting government-issued documentation is required (e.g., copy of social security card, marriage license, court order, INS decree, passport, etc.) Documents on safety paper do not fax legibly, please mail or submit in person.

A name change will generally also cause a change in USciences email address and network, Angel, Blackboard, and WebAdvisor user names. This process will occur over one week. Check WebAdvisor for new user name.