

Registration Q's & A's

Q: How do I register on GENISYS?

A.

1. Look at the course offerings and jot down the CRN # and course title for the courses you choose. Note the number of credit hours for the courses you wish to register for.
2. Go to the GENISYS homepage.
3. Log onto GENISYS. If you have difficulty logging on, contact the Helpdesk at 757-226-4076.
4. Click on "Student Services & Financial Aid."
5. Click on "Registration."
6. Click on "Register and Add/Drop Classes."
7. Click on "Submit Term."
8. Enter your CRN numbers into the fields provided.
9. Click on "Submit Changes."

(Courses such as seminars, workshops, special topics are considered "variable credit," i.e., the course may be "built" for one, two, or three credit hours specific to any given semester. But in the "system" the registration will default to one credit hour. If the course happens to be a two or three credit hour class for that specific semester, the student must **CHANGE** the credit hours at registration. After the student has registered and saved, a message will come up asking if he/she wants to change any options. Click "yes" and go back to that specific CRN # and change the number of credit hours to reflect the correct hours for that course for the semester.)

10. Click on "Finalize Registration" at the bottom of the page.

Q: How do I find out what's going on in the School, deadlines, etc.?

A: The School communicates with students via regent.edu emails. There are individual department listservs as well as the main all school listserv that comes from the deans' offices.

Q: What if I have a problem with registering?

A: Call or email Diane Clark (diancla@regent.edu) x 4020 or Suzanne Morton (suzamor@regent.edu) x4215

Q: I can't access GENISYS and/or my email.

A: Call or email the helpdesk (helpdesk@regent.edu) x 4076

Q: I can't find my course on GENISYS.

A: The following courses are not listed on GENISYS. They must be manually input by Diane Clark/Suzanne Morton. Each requires supporting paperwork that can be found at <http://www.regent.edu/acad/schcom/sitemap/>

Just scroll down to the "School Forms" section of the site map and click.

- Independent Studies
- Internships
- Practicum (other than those listed on the course schedule)
- Thesis/Portfolio
- Comprehensive Examination

Q: When does registration begin?

A: The registration module is generally accessible two months prior to the registration deadline for any given semester. The final day of registration is usually the first day of classes. Students will continue to have access to GENISYS to make changes in their own schedules through final registration. Actual dates vary according to terms.

Q: I need to make a schedule change during ADD/DROP.

A: During the add/drop period, the student may request schedule changes by contacting Diane Clark or Suzanne Morton who retain access to the registration module during the two weeks of 100% ADD/DROP. At the end of the add/drop period, the student must submit an ADD/DROP form with proper signatures to the Academic Dean's office who will approve and forward the form to the Registrar's Office. Tuition forfeiture generally applies. These deadlines are published on the Academic Calendar.

Q: Why am I assigned COM 504?

A: If an applicant has been assigned COM 504 Introduction to Graduate Communication Studies at the time of admission, he/she will be expected to enroll in this on-line, self-paced course the first semester of enrollment. It is one credit hour and cannot be counted toward the required hours for a degree.

Q: Do I really have to take the "Library Course?"

A: The university has approved all new students be required to take the on line, self-paced library research course, UNIV LIB. This is a fee only course with no credit.

Q: What if a course is "POI" and I can't register?

A: Some courses are designated "POI" which means "permission of instructor." You will need to contact both the professor who will confirm that you are permitted to enroll and then ask either Diane Clark or Suzanne Morton to accomplish an override.

Q: Can I drop a modular course?

A: Yes, but modular courses are subject to the same registration add/drop deadlines as normally scheduled classes and are subject to the normal refund provisions.

Q: Can I get my money back when/if I drop a course?

A: Student registration changes after the add/drop period are subject to the following refund provisions:

- 50% refund during the third and fourth weeks of the university-defined term.
- No refund after the fourth week of the university-defined term.

A: Who processes ADD/DROP forms?

Q: Add/Drop forms are processed through advisors and the Academic Dean's office via Suzanne Morton (suzamor@regent.edu or x4215) or Diane Clark (diancla@regent.edu) or x 4020. Add/Drop forms can be obtained from Diane Clark in ADM 221, from the forms bin just inside the double doors of the Faculty 250 suite, or on line at <http://www.regent.edu/admin/registrar/studentforms.cfm>

Q: What if I there's a HOLD on my account?

A: Occasionally students will encounter "blocks" or "holds" when attempting to register on-line. In the event this occurs, please contact Diane Clark or Suzanne Morton. The "cause" of the block or hold will be determined and, if warranted, will be overridden.

Q: How do I register for an Independent Study?

A: An independent study is a course individually designed by a student and his/her professor. The professor serves a mentor. The purpose of an independent study is to allow the student to explore content not available in a regular course or to allow student to pursue in-depth study, research or productions dealing with a specific subject. Independent studies may also serve as a way to develop specialized research skills relating to one's thesis or portfolio project. Independent studies will not be approved for subjects available in regularly scheduled courses. Acceptance of an independent study is dependent upon faculty resources. Student should NOT assume acceptance of independent study until approval from the Chair of the department.

Independent studies may be arranged for 1 to 3 semester hours of credit, based on the amount of work to be accomplished. A maximum of three credit hours will be allowed for one study. Independent studies will be given a letter grade.

- Registration requires an individual study form found on-line at: <http://www.regent.edu/acad/schcom/forms/indivstudy.shtml>
- The individual study form is also available from the support staff in the school.
- Registration requires at minimum a brief description of the study which will include the following:
 - a. the study's title

- b. a description of the objectives of the study
- c. a brief rationale as to why you want to undertake the study
- d. a description of the outcome of the study (e.g., research report, publication, article, video)
- e. a schedule of meetings with the study director and a deadline for completing the study.

Registration for independent studies is to be completed during the normal school registration periods and may not be accepted past the deadline for the add/drop period which is the end of the second week of classes.

The following is the procedure for registering for an independent study:

- a. Approach faculty member/advisor to discuss what you would like to do and why.
- b. Obtain Individual Study Form (pdf file on line or from Diane Clark) and complete all information.
<http://www.regent.edu/acad/schcom/forms/indivstudy.html>
- c. Obtain Independent Study Documentation form which should be completed with the assistance of your faculty independent study chair.
- d. Submit both forms Individual Study Form and Independent Study Documentation Form to chair for approval and then to Diane Clark for registration.

PLEASE ALLOW SIGNIFICANT TIME FOR INDEPENDENT STUDIES TO BE PROCESSED. Requests for an independent study should be submitted to the chair of the department for approval at least one week before final registration deadline.

Q: What is an internship?

A: An internship for academic credit is a short-term, part-time job in one's field in which the student gains professional experiences and receives feedback about his/her skills from an industry supervisor. An internship is usually an unpaid position in which a supervisor from off campus agrees to help the student gain working experience and knowledge at a business or other employment site. At least one semester hour of internship is required with the comprehensive examination option, but additional hours may be taken. One credit of internship requires 90 hours of work. The internship is normally taken during the second year of study.

It is the student's responsibility to seek out and arrange an internship with the employment site. Faculty advisors and department chairs are often aware of possible internships. Internship opportunities are also posted on bulletin boards and often sent out to students on email. The career services coordinator in the Admissions Office also maintains a file on internship opportunities.

The student should discuss the proposed internship with his/her faculty advisor or faculty member who is willing to supervise the internship. In the Theatre department, Professor Eric Harrell is internship supervisor.

Q: How do I register for an internship?

A: Registration and documentation for the internship is as follows:

- Obtain Individual Study Form, Internship Contract and Internship Evaluation forms from Diane Clark or Suzanne Morton or on line at <http://www.regent.edu/acad/schcom/forms/internship.html>

Forms are also in the wall unit for forms inside the double doors to COM 250.

- Complete the Individual Study Form as well as the Internship Contract.
- Obtain signatures from faculty supervisor and industry supervisor on forms.
- Submit completed Individual Study Form and Internship Contract to the Chair of your department for approval.
- Submit both Individual Study Form and Internship Contract to Diane Clark or Suzanne Morton for registration.
- Student and faculty supervisor will be sent/given copy of Internship Contract and Individual Study Form after registration is processed.
- Industry Supervisor will submit an internship evaluation at end of internship to faculty supervisor. Pass or Fail will be recorded at normal grading period.

As with independent study, internship paperwork should be submitted to the chair of at least one week prior to end of registration period.

Registration for internships should be completed during the normal school registration periods. If registration is requested AFTER normal registration period, the student will have to pay for the credit hours BEFORE the registration can be accomplished.

Q: What is a practicum?

A: A practicum is an opportunity for the student to gain practical, hands-on experience in a given area; a practicum is normally done on campus. Those listed in the regular semester course schedules can be registered on-line through GENISYS. For those practica NOT listed in the regular schedule of course, an Individual Study Form is required. Faculty load will determine whether or not an individual practicum can be undertaken. A student must obtain the approval of his/her faculty director and faculty advisor before registering.

Q: How do I register for a practicum that is not on GENISYS?

A: Obtain an Individual Study Form from Diane Clark or Suzanne Morton or on line <http://www.regent.edu/acad/schcom/forms/indivstudy.html> or from the forms bin in COM 250.

- Complete form with specific goals to be achieved.

- Obtain appropriate faculty signature.
- Obtain signature of the chair of your department.
- Take or send the form to Diane Clark or Lisa Sanders (Theatre) who will process the registration.

Q: What is a culminating experience and do I have choice?

A: There are three different options for a culminating experience: portfolio, thesis or comprehensive examination or in the case of digital media, a directed study. Whether or not you have a choice is dependent upon your program. The Comprehensive Examination is one credit hour; theses and portfolios are three credit hours. Discuss with your advisor which culminating experience is best for you or which is required by your degree program. Registration for a culminating experience is via the Individual Study Form to Diane Clark (diancla@regent.edu) or Suzanne Morton (suzamor@regent.edu)

Q: How do I register for portfolio or thesis?

A:

- Student should NOT begin working on portfolio or thesis until approval is secured from the department chair.
- Meet with the faculty member to discuss his/her chairing your work.
- Meet and discuss your project with the department chair.
- If they both approve, complete an Individual Study Form with appropriate signatures.
- Take the form to Diane Clark, COM 221 or Suzanne Morton, COM 250. In the case of distance students, communicate with Diane (diancla@regent.edu or x 4020) or Suzanne Morton (suzamor@regent.edu) x 4215.
- **Registration for thesis/portfolio is “good” for two semesters. If the work is not completed by the end of the second semester (with summer semester as a grace period), the student must re-register to keep the work active.**

Portfolio/Thesis handbooks are available from Diane Clark and are available online <http://www.regent.edu/acad/schcom/thesisguidelines2003.swf> . Some departments are in the process of developing more specific thesis/portfolio guidelines which will be given to you by your advisor/chair.

Students should submit registration for portfolio or thesis at least one week prior to end of registration period. These are specifically “built” to the professor of record and registration may take 24 to 36 hours to show up on your record.

Q: What is a comprehensive examination?

A: The master’s comprehensive examination is a one credit hour examination that the student registers for near the end of his/her program. “Comps” should be taken during the student’s final semester and after all required and recommended courses

have been completed. **Students must have a 3.0 GPA in order to be permitted to take the comprehensive examination.** An internship is normally part of the comprehensive examination option and should be discussed with the student's advisor.

Q: When is the comprehensive exam given?

A: Dates for the comprehensive examination are announced at the beginning of the academic year. These exams are generally administered the middle of the fall and spring semesters for one week.

Q: How do I register for "comps?"

A: To register for the comprehensive examination the student should:

- Discuss option with faculty advisor.
- Obtain Individual Study Form from Diane Clark or Suzanne Morton or online or from the forms bin in COM 250.
- Complete form with appropriate signature of faculty advisor.
- Once your advisor has deemed you ready to take comps, take/send the form to Diane Clark (diancla@regent.edu) in COM 221 or Suzanne Morton in COM 250.
- Distance students may email Diane Clark or Suzanne Morton that they wish to register for comps. Then Diane or Suzanne will process and register.

Registration for the comprehensive examination should be done during the registration period for the term in which the exam will be taken. No comprehensive exam registration should be processed after the end of the add/drop period. Students will be notified by letter of examination committee and procedure for examination approximately two weeks prior to examination.

Q: What if I fail the comprehensive exam?

A: In case of failure, academic policy indicates that the comprehensive examination may be taken twice. The student may register again for the exam the following semester. Comp exams are not given in the summer term.

Q: Where do I find school forms?

A: Most School forms needed for the registration process can be found on line at <http://www.regent.edu/acad/schcom/sitemap/> and under the School Forms topic. Paper copies of forms are available from Diane Clark and Suzanne Morton

Q: Where can I find commencement and graduation information?

A:

<http://www.regent.edu/acad/schcom/academics/graduation.shtml>

School based graduation and commencement information for the current year is posted on the above link usually at the beginning of the spring term. Specific graduation and commencement issues are addressed through various emails on the student listserv and in information sessions held by the School's support staff.

Q: How do I apply for Com School scholarships?

A: No school aid is awarded unless an application is received. An application must be done each spring for the following year.

<http://www.regent.edu/acad/schcom/academics/financialaid>

Q: Must I do the FAFSA to receive School based financial aid?

A: Yes. <http://www.fafsa.ed.gov>

Q: When are School based awards made?

A: The Financial Aid committee meets in late May and early June to award scholarships/grants for the following academic year. Students must be accepted into a degree program in order to be considered for financial aid from the school.

Q: How/when do I receive notification of my award?

A: The Central Financial Aid office will send notification of your award and you will be directed to check in GENISYS for specifics.