

## Registration Frequently Asked Questions

**Q:** I do not know what courses I should register for.

**A:** Please consult your advisor and your college. They can advise based on your four-year plan.

**Q:** Would the next semester offer the particular course I need?

**A:** Colleges decide what courses to offer. Please contact colleges for details.

**Q:** A course is restricted to students studying another major or students of another start year. But this course is also in my four-year plan. Can I register for this course A?

**A:** The restrictions are requested to be placed by colleges. Whether you can register for this course or not is decided by colleges. Please contact colleges for details.

**Q:** Course A is the pre-requisite of Course B. When registration for Winter and Spring starts, can I register for Course A in Winter and Course B in Spring?

**A:** Yes, but the Course A needs to be registered first. The system will then allow you to register for the next course B in the sequence.

**Q:** If there any credit hour limit for every semester/session? If I would like to register for courses exceeding the allowed limit, can I self-register the overload credit course via Student Planning? How much do I need to pay for the extra credit hour(s)?

**A:** The credit hour limit for every semester/session is listed below.

You cannot register for overload credit course by yourself via Student Planning. If you would like to request authorization to take more than the credit hour limit, please submit a KU Course Registration Application via ONCE, which will be reviewed and processed according to the standard procedure. In the ONCE form, please select 'Yes' for question 'Is the applied course an overload credit course?'

The tuition fee per credit hour is determined by the Financial Service. Please contact them for details.

Semester/Session	Winter	Spring	Summer	Fall
Credit Hour Limit	4	19	7	19

**Q:** I have paid for my overload credit course A and it is on my schedule. Now I would like to take Course B instead of Course A. Can I drop Course A and register for Course B by myself via Student Planning?

**A:** No. Even if you have paid the extra tuition, you are not eligible to change the overload credit course by yourself via Student Planning. Please submit a KU Course Registration Application via ONCE, and select 'Change Course' for the 'Requested adjustment' part. Do not drop the course by yourself, our office will help with the dropping and adding if you select 'Change Course'.

**Q:** The course has been registered and shown on my Student Planning schedule but not on my Canvas. What should I do?

**A:** Canvas is directly controlled and managed by the KUSA IT (OCIS). Please use your @kean.edu email to sign into the Support Portal at Helpdesk.kean.edu and click REPORT AN INCIDENT to describe your question in English. For example: ACCT 2200 W01 does not show up in Canvas but exist in Student Planning.

**Q:** Instructors and colleges have approved my KU Course Registration Application via ONCE, but the Office of the Registrar has not yet processed it. The class will start soon. What should I do?

**A:** It is the instructors and colleges that decide whether you can attend the class. The Office of the Registrar performs the role of maintaining academic record, rather than making approvals.

If you are sure that the meeting time of the applied course section does not conflict with that of any other registered course sections, and all information submitted in the ONCE form is accurate, then you can feel safe to attend the class before the form is processed by the Office of the Registrar.

Some common reasons for the Office of the Registrar to return the ONCE forms: a) the meeting time of the applied course section conflicts with that of any other registered course sections; b) the total credit will exceed the limit after registering for the applied course, but on the ONCE form the student did not check 'Yes' for the question "Is the applied course an overload credit course?"; c) the student has registered for another section of the same course.