Frequently Asked Questions on Reinstatement and Late Registration

Summer 2022 (Full Summer and Summer I)

1. **What is the difference between reinstatement and late registration?**

Reinstatement pertains to students who were previously registered for a course(s) and requested to be placed back into their courses.

Late registration will affect students who never registered, who were never reinstated, or who want to add a course to their schedule. During the late registration time period, we must verify that space is available in the section for the student and that the instructor is agreeable to allowing the student in the class. Instructor permission is required.

2. **What is the process for using the reinstatement form?**

The reinstatement form was emailed to students on May 18th. The form goes directly to financial aid for review. Once reviewed, the form is directed to Student Accounts. When all financial obligations have been met, the student is registered. Students are notified by email when processing is complete.

3. **What is the process for using the late registration form?**

On Friday, May 20th, non-registered students will receive an email with a link directing them to the late registration form. All students will also have access to the form on the JSU Registrar website. Once all instructor approvals are obtained, the form is sent to Financial Aid. From there, it goes to Student Accounts. When all financial obligations have been met, the student is ready to be registered – the form is sent to the Registrar's Office. The student is notified via email when processing is complete.

4. **What does the instructor approval section look like on the late registration form?**

Instructors will scroll until their course is listed and click on the approval box – Select Yes or No to allow the student in the course and electronically sign the document. Click submit at the bottom of the page.

Course Information

Please choose the Part of Term *

CRN	Subject	Course Number	Course Title	Hours	Method of Instruction	Course Charges (for Student Accounts Use)

Are you adding another class to your Spring 2022 schedule? *

Instructor First Name	Instructor Last Name	Instructor Email

Instructor Approval

Do you approve this request to register in the above course?

*

*

_____   _____
Signature   Date

After signing, please complete the form by choosing submit at the bottom of the page.

5. **Are all instructors' responses required?**

Yes, the instructor(s) must answer the question(s) whether or not the student can register for the course and then electronically sign the form. Click submit at the bottom of the page.

6. **How are instructors notified of forms requiring their attention?**

Instructors will receive an email notifying them the form is ready for review.

7. **What is the average time frame for <u>reinstatement</u>?**

Reinstatements are available only for a specified amount of time after the void. The void is the removal of students' registrations when students did not make payment or set up a payment plan. Full Summer and Summer I reinstatements end at 4:00 pm on Thursday, May 19, 2022.

The time to process reinstatements depends on many factors – the time for financial aid to review the student's file, the time for the student to update financial aid file, if needed, the time to make payment or set up a payment plan, and the time to register.

8. **What is the average time frame for <u>late registration</u>?**

Late registration is available only from the end of reinstatement to Monday, May 23rd at 12:00 noon.

The time to process late registrations depends on many factors – the time for the instructor to approve, the time for financial aid to review the student's file, the time for the student to update financial aid file, the time to make payment or set up a payment plan, and the time to register.

9. **How are students notified of the need to be <u>reinstated</u>?**

Students are notified by text, email, and phone calls.

10. **How are students notified of the <u>late registration</u> option?**

Students are notified by email and chat bot.