

**OFFICE OF THE REGISTRAR
SAINT FRANCIS UNIVERSITY**

**Schedule of Classes
Fall Semester 2023**

Important information and instructions concerning:

Registration policies and procedures

Registration times for students

General Education Requirements

Internships

Academic Calendar

REGISTRATION POLICIES

- 1. WEB REGISTRATION BY STUDENTS.** Students will register for their Fall 2023 courses through the My.Francis registration portal. **All students are expected to register themselves.**
- 2. ASSIGNED REGISTRATION TIMES.** Not all students will be able to register for courses when the portal is opened for registration on Monday, March 27, 2023. Students will be able to access the registration site according to scheduled registration times that are based on earned credits (not including credits currently registered for Spring 2023). Please consult the table of registration times listed elsewhere in this document.
- 3. CONFLICTS BETWEEN REGISTRATION TIMES AND CURRENT CLASS SCHEDULES.** Students should not miss a spring semester class in order to register at assigned registration times; rather, they should attend class and register afterward.
- 4. CONTINUED ACCESS TO THE PORTAL.** Students will be able to access the registration portal at their assigned registration time. The registration portal will remain open for student access through the end of the Change of Schedule period on Tuesday, August 29, 2023 for full semester courses and Sunday, August 27, 2023 for online courses scheduled for the first half of Fall 2023.
- 5. ADVISOR CLEARANCE FOR STUDENT REGISTRATION.** Students will not be able to register for any course without first meeting with their advisor to obtain clearance for registration. The advisor will clear the student in the My.Francis advising portal.
- 6. “HOLDS” ON REGISTRATION.** Students should access the registration portal prior to their assigned registration times to ensure that there are no “holds” on their account. Students whose access to the registration site is blocked by a Financial Hold should contact the Business Office in Raymond Hall to resolve the issue prior to the assigned registration time.
- 7. COURSES REQUIRING INSTRUCTOR OR DEPT. CHAIR PERMISSION.** Students will not be able to register online for courses requiring instructor or Department Chair permission. To register for these courses, a student should bring a drop/add slip with appropriate signatures, to the Office of the Registrar at any time after the student’s scheduled registration time. Forms are available only online at My.Francis.
- 8. VARIABLE CREDIT COURSES.** Students will not be able to register online for any variable-credit courses (such as internships or applied music instruction). In those cases, a student should bring a signed drop/add slip to Office of the Registrar at any time after the student’s assigned registration time. Forms are available only online at My.Francis.

9. **MAXIMUM CREDIT LOAD.** You may register online for a maximum of 18 credits. You must register any credits in excess of the 18-credit maximum by submitting a drop/add form to the Registrar's Office. Permission to carry more than 18 credits must be obtained from the Academic Affairs Office prior to registration. The required forms (credit overload and drop/add) are available online at My.Francis.
 10. **PASS/FAIL** Students wishing to select the pass/fail option for any authorized course must do so at the Registrar's Office no later than Tuesday, August 29, 2023.
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REGISTRATION PROCEDURES

1. Make an appointment to meet with your academic advisor prior to your assigned registration time. Consult the class listings prior to meeting with your advisor.
2. At your assigned registration time, log in to My.Francis. You will not be able to register for any course without first having obtained clearance from your advisor.
3. Do not log onto My.Francis prior to your assigned registration time. If you do, you will need to log off and back on, the registration process uses the login time to authorize access.
4. If following successful login, you have questions with the registration process, contact either of the following offices:

Office of the Registrar, 3rd floor Scotus Hall, (814) 472-3009
Center for Academic Success, 3rd floor Scotus Hall, (814) 472- 3024

REGISTRATION TIMES

Determine your scheduled registration time according to the chart below by identifying your "earned credit" category. **Do not include the credits for the courses in which you are currently enrolled.** You will be able to access the registration portal **beginning** on the day and time that correspond to your earned hours on the chart below. Your registration period will remain open through Tuesday, August 29, 2023.

Please note that the registration times have been scheduled in such a way as to reduce conflicts between a student's scheduled registration time and a scheduled class. That advantage will not necessarily apply to all registration times on Tuesdays and Thursdays, due to the scheduling of 75-minute classes on those days rather than 50-minute classes.

	Monday, March 27	Tuesday, March 28	Wednesday, March 29	Thursday, March 30	Friday, March 31
<i>Opening Time</i>	<i>Earned credits</i>	<i>Earned credits</i>	<i>Earned credits</i>	<i>Earned credits</i>	<i>Earned credits</i>
7:50 a.m.	120	67	38	26	0
8:50 a.m.	110	64	36	25	0
9:50 a.m.	105	61	34	24	0
10:50 a.m.	100	58	33	21	0
11:50 a.m.	95	55	32	18	0
1:00 p.m.	90	52	31	15	0
2:00 p.m.	80	46	29	9	0
3:00 p.m.	75	43	28	6	0
4:00 p.m.	70	40	27	3	0

CLASS FORMAT DESIGNATORS

Class listings in the Schedule of Classes include an entry that indicates the format of each course. The format indicator will be listed immediately following the course number, section, and credit hours, under the heading “Fmt.” The notations **WE**, **HY**, **FF** and **FO** are defined below:

Always review the course syllabus, consult the instructor or your advisor, if you are unsure about the format of the course.

WE (Web-Enhanced): This blended course is a 100% face-to-face course. This course utilizes sufficient online technology to enable students to remain on track in a course if they should have to miss class. Use of the course website does not substitute for class attendance.

HY (Hybrid): A hybrid course is one in which 25%-75% of the face-to-face meetings are replaced by online learning activities and engagement. The combined face-to-face meeting time plus estimated time spent in online learning activities and engagement meets credit-hour expectations.

FO (Fully Online): Distance education technology is used for 100% of course content and activities when the instructor and students are not in the same physical location and all course activity is conducted online. A fully online course may include requirements for virtual synchronous meetings including live streaming, etc. The estimated time spent in online learning activities must meet credit-hour expectations.

FF (Face-to-Face): Course is to be considered 100% face-to-face instruction. The instructor and students are in the same place at the same time on a regular schedule.

GENERAL EDUCATION REQUIREMENTS

Information for the General Education requirements can be found in the University Catalog

[General Education Requirements](#)

INDEPENDENT STUDY

Students who intend to enroll in Independent Study should obtain a copy of the Guide for Independent Study, which is available in the Academic Forms section on My.Francis

INTERNSHIPS - PROCEDURE TO REGISTER:

To earn credits for an internship, you must register for two co-requisite courses (e.g., ACCT 398 and ACCT 399). In a particular discipline, the course numbered 398 is the project portion of that internship and will be graded A-F. The co-requisite course in that same discipline numbered 399 is the supervised experience portion of the internship and will be graded Pass/Fail.

Both courses, 398 and 399, are variable-credit courses which means that the number of credits to be earned in each course depends on the total number of internship credits you intend to earn. The minimum number of credits for an internship is two (2) credits; the maximum number is fifteen (15) credits unless otherwise noted. The chart below will be followed to determine the number of credits for each of the co-requisite courses. **Students will not be allowed to register for internships until their internship contracts are signed by the Academic Affairs Office.** The number of credits that can be counted toward the major may vary by department, but no more than nine hours of internship credit may count toward any major.

INSTRUCTIONS FOR USE OF THE CHART: Select the number in column A which corresponds to the TOTAL NUMBER OF CREDITS you intend to earn for the internship. Opposite that number in column B is the number of credits to be earned in 398; in column C is the number of credits to be earned in 399.

For example, if you intend to earn 10 credits for an internship, you must register for three (2) credits in 398 and eight (8) credits in 399.

<u>A</u>	<u>B</u>	<u>C</u>
Total number of credits for internship. (Courses 398+399)	398 Credits	399 Credits
15	3	12
14	3	11
13	3	10
12	3	9
11	3	8
10	2	8
9	2	7
8	2	6
7	2	5
6	2	4
5	1	4
4	1	3
3	1	2
2	1	1

Academic Calendar for Fall 2023

Fall 2023 (full semester)

New Student Check-in	Thursday, August 17
Returning Student Move-in	Sunday, August 20
First Day of Classes	Monday, August 21
Mass of the Holy Spirit (compressed class day)	Thursday, August 24
Last day for add/drop and P/F grading option	Tuesday, August 29
Fall Break	Saturday-Tuesday, Sept 30-Oct 3
Mid-semester grades due	Monday, October 9
Last day to withdraw from a course	Monday, October 30
Registration for Spring 2024	Mon-Fri, November 6-10
Thanksgiving Break	Wed-Sun, November 22-26
Last Day of Classes	Friday, December 1
Final Exam Study Day	Sat-Sun, December 2-3
Final Exams	Mon-Fri, December 4-8
Last Day of Fall 2023 Semester	Friday, December 8
Final Grades Due	Monday, December 11

Fall Module I

First Day of Classes	Monday, August 21
Last day to add a course	Monday, August 21
Last day to drop a course	Sunday, August 27
Last day to withdraw from a course	Sunday, September 10
Last Day of Classes	Sunday, October 15
Final Grades due	Tuesday, October 17

Fall Module II

First Day of Classes	Monday, October 16
Last day to add a course	Monday, October 16
Last day to drop a course	Sunday, October 22
Last day to withdraw from a course	Sunday, November 5
Last Day of Classes	Friday, December 8
Final Grades due	Monday, December 11