

**OFFICE OF THE REGISTRAR  
SAINT FRANCIS UNIVERSITY**

**Schedule of Classes  
Spring Semester 2023**

**Important information and instructions concerning:**

**Registration policies and procedures**

**Registration times for students**

**General Education Requirements**

**Internships**

**Academic Calendar**

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## REGISTRATION POLICIES

1. **WEB REGISTRATION BY STUDENTS.** Students will register for their Spring 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, October 31. 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 Fall 2022 or Winter 2022). Please consult the table of registration times listed on page 4 of this document.
3. **CONFLICTS BETWEEN REGISTRATION TIMES AND CURRENT CLASS SCHEDULES.** Students should not miss a fall 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 and at any time after their assigned registration time. For example, if you will be in class at the time you are assigned access to the portal, you will be able to access the portal at your convenience any time thereafter. The registration portal will remain open for student access through the end of the Add/Drop period on Tuesday, January 24, 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 system, so that the web portal will allow registration.
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 (such as a financial hold resulting from a past-due student account balance). 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’S PERMISSION.** Students will not be able to register online for courses requiring the instructor’s permission. To register for a course requiring the instructor’s permission, a student should bring a drop/add slip signed by the course instructor, to the Registrar’s Office 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 the Registrar’s Office at any time after the student’s assigned registration time, and the Registrar’s Office staff will register the course manually. 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/AUDIT.** Students wishing to select the pass/fail option for any authorized course must do so at the Registrar's Office no later than Tuesday, January 24, 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 log-in, you have questions with the registration process, contact either of the following offices:

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

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## 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, January 24, 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. This 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.

	<b>Monday, October 31</b>	<b>Tuesday, November 1</b>	<b>Wednesday, November 2</b>	<b>Thursday, November 3</b>	<b>Friday, November 4</b>
<b><i>Opening Time</i></b>	<b><i>Earned credits</i></b>	<b><i>Earned credits</i></b>	<b><i>Earned credits</i></b>	<b><i>Earned credits</i></b>	<b><i>Earned credits</i></b>
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

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## 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. The notations **WE**, **HY**, **FO**, and **FF** are defined below:

**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):** Traditional, 100% face-to-face instruction occurs when the instructor and students are in the same place at the same time on a regular schedule.

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## GENERAL EDUCATION REQUIREMENTS

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

[General Education Requirements](#)

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## 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 two courses, (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.	398	399
(Courses 398+399)	Credits	Credits
15	3	12
14	3	11
13	<b>3</b>	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

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## Academic Calendar for Spring 2022

### *Spring Semester 2023 (full semester)*

Residents Move-in	Sunday, January 15, 2023
First Day of Classes	Monday, January 16
Last day for add/drop and P/F grading option	Tuesday, January 24
Mid-semester grades due	Friday, March 10
Spring Break	Saturday- Sunday, March 11-19
Registration for Fall Semester 2023	Monday-Friday, March 27-31
Last day to withdraw from a course	Thursday, March 30
Easter Break	Thursday-Monday, April 6-10
Last Day of Classes	Wednesday, May 3
Final Exam Study Day	Thursday, May 4
Final Exams	Friday-Tuesday, May 5-9
Commencement 2023	Sunday, May 14
Spring 2023 Degree Conferral Date	Sunday, May 14

### *Spring 2023 Module I*

First Day of Classes	Monday, January 16
Last day to add a course	Monday, January 16
Last day to drop a course	Sunday, January 22
Last day to withdraw from a course	Sunday, February 5
Last Day of Classes	Sunday, March 12

***Spring 2023 Module II***

First Day of Classes	Monday, March 13
Last day to add a course	Monday, March 13
Last day to drop a course	Sunday, March 19
Last day to withdraw from a course	Sunday, April 2
Last Day of Classes	Tuesday, May 9