
Registration for Summer and Fall 2020

1 message

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Registration for Summer 2020 and Fall 2020 begins on March 23. Students should be meeting (even if by phone or email) with advisors to discuss their schedules and to receive alt pins and registration times. **Please note that all email correspondence should be from your ONU email address.**

Out of an abundance of caution, and to remove obstacles that students may face during this unsettling time, we are providing these additional resources, tips, and contacts to help with the registration process:

1. Students should register via the on-line process using your alt-pin as your time opens.
2. If you cannot register on-line, after logging into my.onu.edu, please complete the [add/drop form](#), email it to your advisor and also to registrar@onu.edu. Because it requires your signature, if you do not have a way to scan and email it, you may take a picture of the completed and signed form and email it from your phone. It must be readable when received in order to be processed. **Please write your alt-pin on the registration form** so the Registrar's Office can be sure that you have met with your advisor. This will help to reduce the processing time of your request.

If you cannot do any of the above, please email registrar@onu.edu from your **ONU email address** for further guidance. Please include your name and your ONU ID # in the email.

3. If students need an override, you should email the faculty of your course and ask them to give you an override into the course. The email to faculty should be very specific with the course, the CRN number, and the reason that you need an override. IN ADDITION, we are asking that students also copy their dean's office at the email addresses given below, and the registrar's office at registrar@onu.edu so that if a faculty member is not available the registration process can continue.

Dean's Office email addresses:

Getty College of Arts and Sciences – a-and-s@onu.edu
Dicke College of Business - business@onu.edu
Raabe College of Pharmacy - pharmacy@onu.edu
Smull College of Engineering – engineering@onu.edu
Pettit College of Law – lawdean@onu.edu

Overrides may be given for waiving restrictions such as major, level, and college restrictions, pre-req and co-req restrictions, department and instructor approvals, and time conflicts.

4. If students are going over 19 hours (17 for law students), a signature from your dean's office is required. Again, please submit the registration form to your dean's office via email and copy the registrar's office at registrar@onu.edu.

5. If you have any questions or concerns about your registration, please email registrar@onu.edu for guidance.



Melanie Hough

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