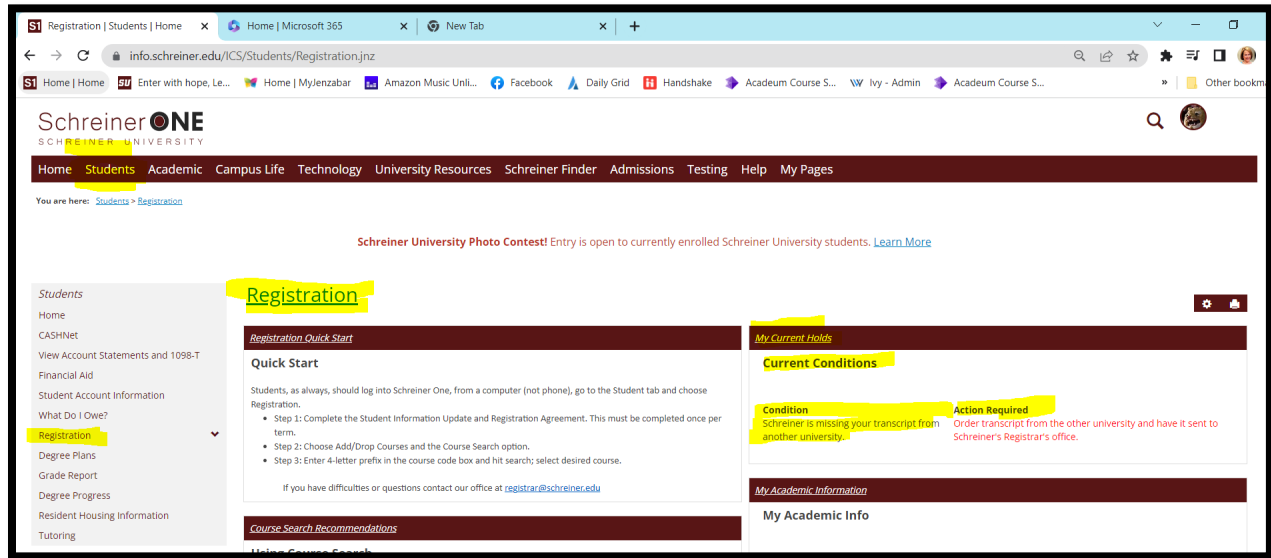


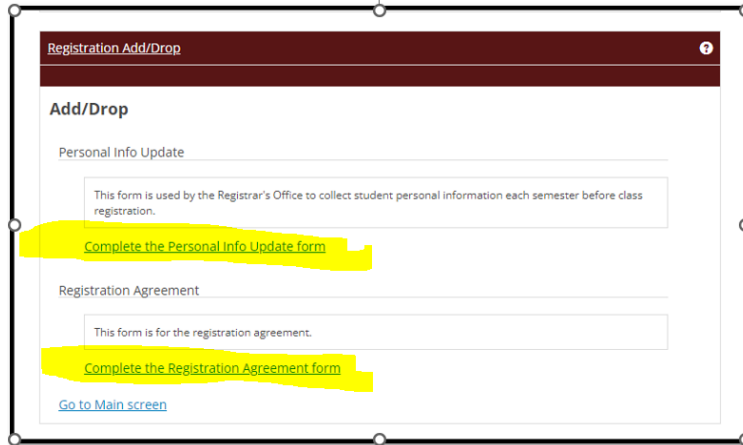
# HOW TO REGISTER FOR GRADUATE COURSES

Summer and Fall registration OPENS the **first week of APRIL**.  
Spring registration OPENS the **first week of NOVEMBER**.

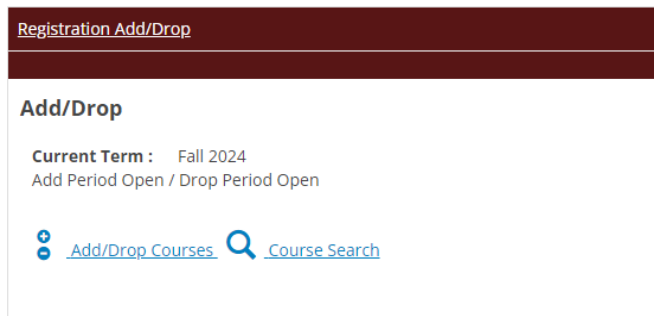
- Sign into Schreiner ONE
- Click on Students tab.
  - **\*\*IF YOU HAVE a balance DUE, you must be cleared by the Financial Services 830-792-7303 office before you can register.**
  - If you owe a transcript, contact the Registrar's Office 830-792-7356



- Scroll Down to Registration ADD/DROP
  - Complete Personal Information Update and Registration Agreement



- Continue to the Add/Drop Course Search



- Select the Term you are registering for.
  - EXAMPLE Select
    - Term: **Fall 2024**
    - Division: **Graduate**
    - Click: **Search**

## Registration

Registration Add/Drop - Add/Drop Courses

**Add/Drop**

Term: **Fall 2024**  
Add Period Open / Drop Period Open

**Add by Course Code** | **Course Search**

Title: **Begins With**

Course Code: **Begins With**

**Term:** **Fall 2024**

Department: **All**

Division: **Graduate**

**Search** | [More Search Options](#)

**No Current Courses for the selected Term and Division.**

- All courses available for Graduate Division will pull. You will be looking for the course codes that apply to your block or delivery plan (MBA: BSAD, etc.; MED: EDUC; MSN: NURS) There could be more than one page of courses listed.

Registration

Registration Add/Drop - Results

**Search Results**

[Search Again](#)  
Term: **Fall 2023 - Fall**

Division: **Graduate**

**Search**

Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name	Faculty
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">EDUC 5301 01</a>	DIVERSITY AND EQUITY IN LEARNING (I)	Maynard,
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">EDUC 5301 02</a>	DIVERSITY AND EQUITY IN LEARNING (I)	Maynard,
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">EDUC 5301 03</a>	DIVERSITY AND EQUITY IN LEARNING (I)	Staff, Z
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">EDUC 5307 01</a>	INTERNSHIP I- Graduate Teach Cert (I)	Cramer, N
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">EDUC 5308 01</a>	INTERNSHIP II- Graduate Teach Cert (I)	Cramer, N
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">EDUC 5313 01</a>	RESEARCH-BASED INSTRUCTION-SUPVIS (I)	Bowman,
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">EDUC 5313 02</a>	RESEARCH-BASED INSTRUCTION-SUPVIS (I)	Bowman,
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">EDUC 5313 03</a>	RESEARCH-BASED INSTRUCTION-SUPVIS (I)	Bowman,
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">EDUC 5323 01</a>	LEARNING THEORY - CHILD DEVELOPMENT (I)	Cramer, N
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">EDUC 5323 02</a>	LEARNING THEORY - CHILD DEVELOPMENT (I)	Cramer, N
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">EDUC 5323 03</a>	LEARNING THEORY - CHILD DEVELOPMENT (I)	Cramer, N
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">EDUC 5324 01</a>	ASSMT FOR DIVERSE LEARNING-INFORMED (I)	Ranzau, S
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">EDUC 5324 02</a>	ASSMT FOR DIVERSE LEARNING-INFORMED (I)	Ranzau, S
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">EDUC 5324 03</a>	ASSMT FOR DIVERSE LEARNING-INFORMED (I)	Ranzau, S

**Add Courses**

- A **box**  will appear to the far left of each class listed that are open to add for GRADUATE students.

- By clicking on the **box**  a check mark will appear.
- NOTE: Courses that do not have a box to the LEFT are either full or not available to you.
- The screen will then change. The checked courses will appear under the **Your Schedule** list

**Registration**

Registration Add/Drop - Add/Drop Courses

**Add/Drop**

Term:

Add Period Open / Drop Period Open  
You are currently registered for **3 credits**.

**Messages**

EDUC 5301 01 - Successfully added to registration record.

**Add by Course Code** **Course Search**

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

**Your Schedule (Registered)**

Drop	Code	Title	Schedule
<input type="checkbox"/>	<a href="#">EDUC 5301 01</a>	DIVERSITY AND EQUITY IN LEARNING ()	Online

[My Account Info](#)

- DO NOT PANIC IF YOU MADE AN ERROR
  - To **remove/Drop** a course simple check the box to the left of the course you plan to drop
  - Then click the button **Drop Course(s)**
- After you click the **Drop Course(s)** button, a message will let you know that the course has been dropped.
- The course will NO longer appear under Your Schedule
- And a message will appear indicating success.

If you “lay out” a session and cannot register, please fill out a “[Intent to Return Form](https://schreiner.edu/academics/academic-resources/registrar/)”

### DROPPING A COURSE AFTER COURSE HAS STARTED

To drop a course AFTER the course has started:

- Student must send an email from their **Schreiner** email address.
  - State which course(s) they would like to withdraw from by course code.
  - State a brief reason why.
  - Send the email to all the following:
    - The Registrar: [registrar@schreiner.edu](mailto:registrar@schreiner.edu)
    - Financial Aid: [FinancialServices@schreiner.edu](mailto:FinancialServices@schreiner.edu)
    - Your Academic Advisor

- The registrar will withdraw the student from the course.
- If using financial aid, the drop may affect the amount of aid the student may keep and it may affect future disbursements of aid. Contact the financial aid department with questions about the student's specific case. 830-792-7303

The Refund Policy is as follows:

Tuition and fees (excluding commitment fee) are refunded to students who are withdrawing from the University according to the following schedule:

Before classes/through second day of classes.....	100%
Third through fifth day of classes .....	75%
Sixth through tenth day of classes .....	50%
After tenth day of classes.....	0%

For terms shorter than seven (7) weeks, the following schedule will apply:

Before classes and first day.....	100%
Second day.....	50%
Third day and after.....	0%

Students who withdraw from the LSS program will be refunded a portion of the LSS fee based on the percent indicated above for Fall/Spring.

\*Refund policy is subject to change.

Updated 2/27/2024 lw