

REGISTRATION PROCEDURES

INTERNET

<http://milwaukee.mcpherson.edu>

Students may register online for spring courses starting February 15 and summer courses starting March 15. It is highly recommended that students register using the internet as it increases the probability of getting into the course(s) of choice. Registrations entered into the system are final. Students must process a cancellation if they elect not to take the course(s).

- (1) Visit our web site and use the "Register Online" option.
- (2) A. **Returning students** may login using their login ID and password. The login ID is the combination of the first four letters of their last name and last four digits of their social security number. The login ID and password also allows students to check their registration, payment receipt and grade(s).
B. **New students** should enter all the requested information. Your future login ID will automatically be generated consisting of the combination of the first four letters of your last name and the last four digits of your social security number. Next, select a password. Remember to keep a record of your password because the College does not have access to that information. The login ID and password also allows students to check their registration, payment receipt and grade(s).
- (3) Update or enter information in the data fields.
- (4) Scroll down and select your course(s) based on the openings listed.
- (5) Print your confirmation form, fill it out and mail it to the Milwaukee Center office with payment. Signed confirmation forms and payment are due no later than two weeks before the start of class. Payments and cancellations received less than two weeks before the start of class will be assessed a \$25 late fee.

Once you enter your data on line, you are registered for the course(s) selected. You will not be removed from the system and your registration is not canceled unless you contact the college in writing via mail, fax or email and request to be removed from the system.

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MAIL, FAX, EMAIL or TELEPHONE

Registration forms in this catalog and on the web site may be submitted by MAIL, FAX or EMAIL **NO EARLIER THAN February 20th for spring courses and March 20th for summer courses.** Telephone registrations are also accepted using this timeline.

McPherson College
P.O. Box 1404
Waukesha, WI 53187-1404

Fax ~ 262-549-3132
Email ~ mcphmilw@wi.rr.com
Telephone ~ 262-549-2180

For mail, fax or email registrations, RANK your selections in order of preference (1st Choice, 2nd Choice, etc.). We will make every effort to enroll you in the course(s) you request. Students who register by mail, fax or email will receive a confirmation/billing form by mail which must be signed and returned with payment at least two weeks before the start of class.

Once a student's information is entered in the system, the student is registered for the course(s) selected. Registrations are only removed/canceled when the request is made by the student in writing via mail, fax or email.

TUITION AND MATERIAL FEES

No deposit is required to register.

Tuition and material fees for each three-credit course are \$410 and \$175 for each one-credit course payable by cashier's check, money order, personal check, MasterCard or Visa (no other credit cards are accepted). Tuition and material fees are due **AT LEAST** two weeks before the start of each course. Payments received less than two weeks before the start of class are assessed a \$25.00 late payment fee. Students should visit the web site and click on "Check Enrollment Status" to confirm payment was received and processed.

ADDING, CHANGING, OR DROPPING A CLASS

Requests to add, change or drop courses must be submitted in writing via mail, fax or email. Telephone requests to cancel a course are not accepted. If a student drops a portion, or all, of their class schedule, A FULL REFUND WILL BE MADE IF NOTIFICATION IS RECEIVED IN WRITING AT LEAST TWO WEEKS BEFORE THE FIRST DAY OF THE CANCELLED COURSE. Students adding, changing, dropping or paying for courses less than two weeks before the class starts will be assessed a \$25 late processing fee.

Once a student's information is entered in the system, the student is registered for the course(s) selected. Registrations are only removed/canceled when the request is made by the student in writing via mail, fax or email.

BALANCE DUE ON ACCOUNT

Some students may have a balance on account from late registration, cancellation, or payment fees assessed prior to 2008. Accounts must be PAID IN FULL before registering for 2008 courses. If you are a returning student, you may check the status of your account by visiting the web site and logging in using the first four letters of your last name and last four digits of your social security number. A pop-up window will appear listing your balance on account.

ADDITIONAL COURSE INFORMATION

Specific course information such as driving directions to class sites, room assignments and materials needed for class will be available on the web site under "Site Information" and "Course Information" at least one month before the start of class.

TRANSCRIPTS

Students will receive an official transcript at the completion of their spring and summer course work. Transcripts are mailed to the home address we have on file. If you do not receive your transcript within four weeks, please contact the Registrar's Office in Kansas at 1-800-365-7402. Additional transcripts may be requested in writing from the Office of the Registrar in Kansas for \$5 each. The transcript request form is available on the web site or email mcphmilw@wi.rr.com to have the form sent to you.

ADDITIONAL INFORMATION AND CATALOG REQUESTS

For more information, to request additional catalogs, or to be added to our mailing list, call the Milwaukee Center office at 262-549-2180 between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday or send an email to mcphmilw@wi.rr.com. Registration forms may be photocopied for distribution to fellow educators. Additional information and registration forms are also available on our web site.

<http://milwaukee.mcpherson.edu>

NEW COURSES

We are continually looking for new instructors and courses of value to area educators and administrators. If you have a master's degree and would be interested in developing a course for McPherson College, please call Lorraine Lombardi at 262-549-2180 for more information. Course proposals for summer 2009 are due October 1.

COURSE LOCATIONS & SCHEDULING

If you and a group of your colleagues are interested in hosting a McPherson College course, please contact Lorraine Lombardi at 262-549-2180 or email mcphmilw@wi.rr.com. We can adapt our course schedule and location to meet your needs.