

# **REGISTRATION PROCEDURES**

## **HOW TO REGISTER ONLINE**

<http://milwaukee.mcpherson.edu>

**Online registration starts February 15<sup>th</sup> for spring courses (March–May) and March 15<sup>th</sup> for summer courses (June-July). We recommend students register online to increase the probability of getting into the course(s) of choice.**

1. Visit the web site and use the “**Register Online**” option.
2. **Returning students:** Use your student Login ID and Password. **Your Login ID is the first four letters of your last name COMBINED with the last four digits of your social security number.** To reset your password, enter your Login ID and the next screen will prompt you through the password reset process.

**New students:** Use the **Create New Student Account** link and enter your information in the data fields. Your Login ID will automatically be generated consisting of the first four letters of your last name COMBINED with the last four digits of your social security number. Remember to keep a record of your password as College staff cannot access student passwords.

3. Scroll down and select your course(s). Click “**Submit Registration**” at the bottom of the course listing.
4. **PRINT, SIGN AND MAIL, FAX OR EMAIL your confirmation form to the Milwaukee Center with payment at least two weeks before the start of class.** Payments received less than two weeks before the start of class will be assessed a \$25 late fee.

<p style="text-align: center;"><b>HOW TO REGISTER BY MAIL, FAX, EMAIL or TELEPHONE</b></p>
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Mail, Fax, Email and Telephone registration starts **February 20th for spring courses and March 20th for summer courses.**

- 1. To register by mail, fax or email, complete the Registration Form provided at the end of this brochure.**
2. Be sure to provide alternate course selections in the event the first selection is already closed due to full enrollment.
- 3. Mail, Fax, or Email the form to the Milwaukee Center:**

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

**Fax: 262-436-1351  
Email: [lahdenpl@mcpherson.edu](mailto:lahdenpl@mcpherson.edu)**

- 4. To register by telephone, call 262-549-2180 between the hours of 9AM and 6PM Monday through Friday.**
5. Students registering by mail, fax, email or telephone will receive a confirmation form via email. **SIGN AND MAIL, FAX OR EMAIL your confirmation form to the Milwaukee Center with payment at least two weeks before the start of class.** Payments received less than two weeks before the start of class will be assessed a \$25 late fee.

# **COURSE TUITION**

No deposit is required to register.

**One credit course = \$175**

**Three credit course = \$475**

**Online Course Fee = \$10**

We accept MasterCard, Visa and Discovery credit card payments. No other credit cards are accepted at this time. **Tuition payments cannot be processed online or via telephone.** Payments received less than two weeks before the start of class are assessed a \$25.00 late payment fee.

**After students submit their signed confirmation form and payment, they should visit the Milwaukee Center web site and use the “Check Enrollment Status” link to confirm tuition payments were received and processed.**

## **BALANCE DUE ON ACCOUNT**

If a student has a balance from prior years, they will not be allowed to register for courses until the balance is PAID IN FULL. Returning students may check the status of their account online 24/7.

## **ADDING, CHANGING, OR DROPPING A CLASS**

**To add, change or drop courses, visit our website, log into your account and use the “Drop a class/session” option.** Changes less than two weeks before the start of class should be requested via email, fax or telephone. If a student drops AT LEAST TWO WEEKS BEFORE THE FIRST DAY OF CLASS, A FULL REFUND IS PROCESSED. **Students adding, changing, dropping or paying for courses less than two weeks before the start of class are assessed a \$25 late fee.**

When students select courses online, they are officially registered for the course(s). Registrations are only removed or canceled when the student processes a cancellation online or requests the cancellation through the Milwaukee Center office. We ask that students please cancel their registration if they do not plan to attend the course(s) to help accommodate students on wait lists.

## **WAIT LIST**

All courses have a maximum enrollment limit with wait list options when the course enrollment is full. Individuals may add their name to a course wait list by using the “Wait List” option after accessing their student account. Email notices are sent to those on the wait list if openings arise before the first day of class.

## **TRANSCRIPTS**

Students receive an official transcript at the completion of their spring and summer course(s). Transcripts are processed through the Registrar’s Office in Kansas, or National Student’s Clearinghouse, and sent directly to students... To request additional transcripts, visit: <http://www.mcpherson.edu/alumni/transcript-request/>

## **1098-T Tax Forms**

All students receive a 1098-T tax receipt at the completion of their spring and summer courses. The forms are mailed with official transcripts and are processed through the Registrar’s Office in Kansas.

## **Registrar’s Office**

For questions related to official transcripts and 1098-T forms, please contact Sonja Sawatzky in the Registrar’s Office at sawatzks@mcpherson.edu or 1-800-365-7402.

## **ADDITIONAL INFORMATION AND CATALOG REQUESTS**

For more information, to request additional catalogs, or to be added to our mailing list, send an email to [lahdenpl@mcpherson.edu](mailto:lahdenpl@mcpherson.edu) or call the Milwaukee Center office at 262-549-2180. 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 are interested in developing a course for McPherson College, please email Lorraine Lahdenpera at [lahdenpl@mcpherson.edu](mailto:lahdenpl@mcpherson.edu) for more information. Course proposals for the following year are due October 15.

## **COURSE LOCATIONS & SCHEDULING**

If you, and a group of your colleagues, are interested in hosting a McPherson College course at your location, contact Lorraine Lahdenpera at 262-549-2180 or email [lahdenpl@mcpherson.edu](mailto:lahdenpl@mcpherson.edu). We can adapt our course schedule and location to meet your needs.