

# MILLIGAN

## SUMMER 2020 CLASS SCHEDULE

<b>First Session (01)</b>	<b>June 1 – June 26</b>
<b>Second Session (02)</b>	<b>June 29 – July 24</b>
<b>Combined Session (03)</b>	<b>June 1 – July 24</b>
<b>Other sessions</b>	<b>See class schedule for course dates</b>

Online registration for Summer 2020 classes will be open from March 30 - May 31. Undergraduate tuition is \$395.00 per hour for students enrolled in traditional undergraduate programs. Students enrolled in other programs are charged the regular hourly rate for each program.

**Undergraduate internships are listed at the end of the schedule as session 03 classes.**

Advising appointments will occur remotely. You and your adviser will agree on a schedule of classes. Following the advising appointment, your advisor will authorize you to register in Self-Service. Beginning on March 24 (or, for students enrolled in traditional undergraduate programs, on the first date your registration group is allowed to register), you may log in to Self-Service using your Milligan network login information. Check the link at <http://www.milligan.edu/online-registration> for specific instructions about selecting courses. Online registration for summer classes will end on May 31.

When courses are selected and submitted for advisor approval, your advisor will receive an email message indicating that you have courses ready for review. After the advisor approves or declines each course, you will receive an email message indicating that the advisor has reviewed your schedule of courses. You may then log in to Self-Service to check the status of each course.

To register for courses requiring **instructor permission** or to “cut” into a closed section, you must email the instructor asking permission to add the class. The instructor will forward the request to the Registrar’s Office, if approved. Self-Service will be open for **schedule changes** until May 31. When a student submits a schedule change online, the faculty advisor will receive a notification in Self-Service asking him or her to approve the change.

Students who need to register for **ETSU** courses should email Cindy Wymer, Associate Registrar, at [clwymer@milligan.edu](mailto:clwymer@milligan.edu) to request a Co-op Request form, Instead of obtaining the faculty signatures required on the form, scan your completed form to Mrs. Wymer and email your advisor and the area chair for the course requesting their approval. Copy Mrs. Wymer on the message. Availability is limited and based on the conditions listed on page 58 of the 2019-20 *Catalog* (See <https://www.milligan.edu/catalog/>) The deadline for returning forms is April 24. Students with questions should contact Mrs. Wymer by email.

Payment must be made by the first day of classes each session. Failure to submit payment by this date will result in cancellation of registration. Students may make payments in Self-Service by selecting “Finances” and then “Make a Payment.” Students may cancel by May 31 for first session and by June 28 for second session without penalty. Students who do not cancel and who do not attend will be charged a minimum of 10% of tuition. M.S.O.T. students with questions concerning registration, withdrawal, or refunds should contact the Registrar’s Office.

### **CLASSROOM LOCATIONS**

**CLARK** is the Paul Clark Education Center, located at the left end of the Baker Faculty Office Center.

**HARDIN** is Hardin Hall. **102** and **103** are on the first floor. Enter through the double doors on the porch that faces the commons.

**PHILLIPS** is the B.D. Phillips building on Emmanuel hill.