

SALC Registration Procedures

One Time Only	<p>Before registering for classes, you must be enrolled as a SALC auditor in PSU's computer system (Banner). To this end, a Non-Degree Entry Form (blue) needs to be filled out and brought to SALC along with a \$25 check made out to "Portland State University". This step only needs to be completed <u>one time</u>. You will receive a letter containing your PSU student ID number. This number is needed to register for classes <u>every term</u>, so please keep it in a safe place.</p>
Every Term	<ol style="list-style-type: none"> 1. Review the schedule of classes. Schedules are available about a month prior to the beginning of each term and can be accessed online at www.sa.pdx.edu/soc. For seniors who do not have internet access, a printout of the website is available for reference at the SALC office. 2. Select classes and complete the white registration request form. You are limited to 8 credits per term. Please complete <u>all</u> information on the form including your address and student ID number; we will <u>not</u> be able to process incomplete forms. 3. When the term starts, go to the first meeting of the class. At the end of class, talk to the instructor to obtain a signature. Introduce yourself as a SALC auditor and ask whether space is available for you. If so, the instructor will sign your form. Please note that paying students always have priority to SALC auditors. If the enrollment situation is unclear (i.e., more students can be expected to sign up), an instructor may ask you to return at a later time in the term. Please do <u>not</u> contact instructors before the first class meeting, as they cannot determine whether space will be available for you until classes begin. 4. If you are signing up for more than one class, obtain signatures from <u>all</u> instructors. 5. Bring the white registration request form to SALC once all instructors have signed it. You may mail the form or drop it off at the SALC office. Our office is located on the 4th floor of the Urban Center building, and our mailing address is SALC/IOA, Portland State University, P.O. Box 751, Portland, OR 97207. <p>We will process the form and issue you a registration confirmation, which serves as your only proof of enrollment. You can have your registration confirmation mailed to your home address, or pick it up from the bulletin board outside the SALC office. Please check one of the boxes on the front to indicate your delivery preference. If you make no selection, the form will be posted on the bulletin board.</p> <p>It is possible to drop or add classes once you have registered. To <u>add</u> a class, please fill out a registration form, see the instructor for approval, and drop the form off at SALC. If you would like to <u>drop</u> a class, please come in during our office hours with your yellow registration confirmation form, so we can update the PSU system. If you would like to add or drop a class, you must contact us before the end of the third week of the term. It is not possible to add/drop/change classes after that deadline.</p> 6. If you have selected classes that carry a fee, PSU will send you a bill. Fees are listed in the schedule of classes and you will also be charged for online classes (\$30 per credit for partially, \$60 per credit for fully online courses; online classes are marked with a computer symbol in the schedule of classes). You are responsible for paying your fees by the due date listed on the bill. Late payment will result in interest and account maintenance fees charged to your account monthly after the due date. If all outstanding fees are not paid by the end of the term, a \$100 late fee will be added to your bill and a hold will be placed on your account preventing registration for future terms. If you drop a class, please make sure to notify us by the end of the third week of the term; if you do not notify us of dropped classes, you will be billed for applicable class fees.