

## Information for Non-Matriculated Students

OFFICE OF THE REGISTRAR: <http://www.spu.edu/depts/sas/sas.html>

### **Credit Restrictions**

Students who are not seeking a degree are allowed to attend SPU without submitting the credentials required for admission with regular status are non-matriculated. The maximum credit load per quarter is 18 credits. No more than 45 credits taken as a non-matriculated student may apply toward an undergraduate degree, and no more than 15 such credits may be applied to a post-baccalaureate degree, nor can more than 9 such credits apply toward some graduate degrees. A later decision to work on a degree or certificate program will necessitate formal application and admission to the University as a matriculated student.

### **Banner Information System** <https://www.spu.edu/banweb/>

The Banner Information System is the gateway to your academic and financial information. The Banner Information System provides information in regards to your schedule, grades, billing statements, and account passwords. Through Banner, students can register for classes, print their unofficial transcript, apply for a parking pass, submit a course evaluation, and a myriad of other university related processes.

Logging into the Banner Information System requires a SPU Username and SPU Password. For first-time users, click on “New user?” This will guide you through the right steps to login. It is highly suggested that you write down your username/password and keep in a secure location.

The SPU Username is the first part of your SPU Email (what comes before the [@spu.edu](mailto:spu.edu)). Your SPU email will be generated for you 24 hours after you’ve registered for a course. You will only be notified of this once you hit “New user?” You will be able to choose your SPU Password after you’ve gone through the “New user?” process.

If you ever have problems logging into the Banner Information System, please click on the “Need help?” link on the homepage of Banner. For more information or help with Banner, please contact our Computer Information Services department at [help@spu.edu](mailto:help@spu.edu).

### **Registering through the Banner Information System**

(only available after your first quarter at SPU)

1. Log into the **Banner Information System** using your SPU username and password
2. Go to the **Student Menu**
3. Click on the **Registration & Class Schedules** menu
4. Once in the **Registration & Class Schedules** menu click on **Class Registration and Planning**
5. Click on **Register for Classes**
6. Select the appropriate term and click “continue”
7. Under the **Enter CRNs** tab enter the Course Reference Number (CRN) of the course you are registering for in the blank box. Example of the CRN is highlighted below.

PSY 1180: Gen Psych: Individual in Growth						
Autumn	<b>158</b>	5	Les Parrott	Mon, Wed	3:00 PM-5:20 PM	09/27-12/03
						33 open seats

8. After you have entered the CRN, click “Add to Summary.”
9. Click on the “submit” button on the bottom of the right hand corner. The registration status should change from “pending” to “Registered.”
10. If it is necessary to Waitlist a course, you will be sent an email when there is an opening. If you do not yet have an SPU email address the notification will be sent to your off-campus email. If you have been assigned an SPU email your waitlist notification will be sent there. Follow the instructions in the email to register yourself within the notification window timeframe. If you are waitlisted for a course please plan to check your email at least once daily. Email [registrar@spu.edu](mailto:registrar@spu.edu) with any questions.

### ***Withdrawal Process***

A withdrawal from a course during the first week of the quarter will not appear on the transcript and will ensure 100% refund. You may withdraw yourself online through Banner in your *Registration and Class Schedules Menu* up to the 10<sup>th</sup> day of the quarter at 11:59pm. Withdrawals done through the OTR office must be received by 4:30pm on the 10<sup>th</sup> day of the quarter. A withdrawal from a course beginning on week two of the quarter and on will be noted with a "W" on the transcript.

Withdrawals done after the 10<sup>th</sup> day of the quarter but before the withdrawal deadline, must be processed in OTR (Demaray Hall 151) through a signed **Course Withdrawal form** sent via email to [registrar@spu.edu](mailto:registrar@spu.edu) or by fax to 206-281-2669. The last day to withdraw from classes is typically the 6<sup>th</sup> week of the quarter, please see the **Academic Calendar** for withdrawal deadlines.

If a student does not provide proper written notification to the Office of the Registrar, financial obligations will remain binding, regardless of whether classes were attended or whether any contracted services were utilized. Summer term withdrawal policies are different than the normal academic year. Please refer to the Summer Website for information: <http://spu.edu/catalog/summer-sessions/undergraduate>.

STUDENT FINANCIAL SERVICES: <http://www.spu.edu/depts/sfs/>

### ***Student Account Statements (Bills)/Making Payments***

Statements are available online each month. You will receive an email to your SPU email address when statements are posted online (by the fourth week of each month). The statement will display all charges and payments since the last statement and the current amount due. Balances not paid by the due date will be considered past due. To have a paper copy of your statement sent to someone else you must set up an authorization through the Banner information system.

If students need assistance determining the proper amount due, they should contact **Student Financial Services** to talk with a representative.

### ***Pay By Mail***

Students and families may submit payments via check to the following:

Seattle Pacific University  
Student Financial Services  
3307 Third Avenue West, Suite 114  
Seattle, WA 98119-1922

Please make the check payable to *Seattle Pacific University*. Remember to write the student ID on the memo line of the check. Failure to do so may result in processing delays.

### ***Pay In-Person/Drop Box***

Students and families may visit **Student Financial Services** during office hours to submit payments in person. Remember to note the student ID on checks.

After hours, payments may be left in the locked drop box, located at the north entrance (facing Emerson Hall). Student Financial Services accepts paper checks and cash.

**NOTE:** Seattle Pacific University does not accept credit or debit-card payments. Instead credit and debit card payments can be made online via a third-party, QuikPay, with a 2.75 percent fee assessed on the transaction amount. Accepted cards include MasterCard, American Express, and Discover Card.

### ***Pay Online***

Students and authorized payers may visit QuikPay to make **online payments**. Payments can be e-check or credit card. (Acceptable cards include MasterCard, American Express, or Discover. VISA is not accepted.) Students may check their student account to verify the current balance. Please allow one business day for processing.

### **Financial Aid**

For questions regarding financial aid eligibility and available financial assistance programs, please contact Student Financial Services at [sfs-info@spu.edu](mailto:sfs-info@spu.edu).

### **Withdrawals and Refund Policies**

To view the refund schedule, please refer to the [Academic Calendar](#). For more information on the services Student Financial Services provides, please visit our website at <http://www.spu.edu/depts/sfs>, call us at 206.281.2061 (option 6) or visit us in person (Demaray 10).

COMPUTER & INFORMATION SYSTEMS: <http://www.spu.edu/CISHelpDesk/>

### **Exceptions to the Automatic Resource Creation Process**

While resources are automatically created for most university students and employees, the following exception apply to non-matriculated, continuing education students, and registered in non-degree seeking classes (5000 level or below 1000):

Students with this standing are eligible for SPU Username credentials and resources, but their creation must be requested. To do so, log in to [Banner](#) and go to the Computer Accounts Menu -> Request a Resource -> Windows Suite. Your new account will be created within 24 hours.

CAMPUS CARD SERVICES: <http://spu.edu/depts/card-services/>

Photo identification cards are required for entry to the dining hall, exercise and weight rooms, to check out library materials, to gain admission to campus activities and to gain access to certain buildings on campus. Campus cards are issued at the Office of University Services. Students are issued one card at no charge. There is a replacement fee if the card is lost or stolen. University Services is located at 3220 6<sup>th</sup> West, in a house just above Gwinn Commons (#29 on campus map). For questions or concerns contact [campusCards@spu.edu](mailto:campusCards@spu.edu).

HOUSING AND MEAL PLAN SERVICES: [housing@spu.edu](mailto:housing@spu.edu)

Campus housing is limited to matriculated students.

For meal plan options and dining information visit <http://spu.edu/depts/reslife/mealplans/options.asp>

CAMPUS DINING: <http://www.spu.edu/depts/dining/>

Gwinn Commons is located in the heart of campus right off Martin Square. As the main resident dining facility on campus, Gwinn is open for breakfast, lunch, and dinner offering a wide variety of meal options.

Falcon's Landing, located in the Student Union Building, features Einstein Bros Bagels, Falcon Grill, Bertona Street Pizza, and Academic Perks. The campus convenience store, located off Martin Square, offers baked goods, snacks, fruit and a wide selection of beverages. Cocina Del Sol inside the Corner Market Place, offers fresh, made to order nachos, tacos, burritos, burrito bowls, and more. Across from the Corner Market Place, Common Grounds features varying beverage options ranging from coffee to juice. Lastly, located on 3<sup>rd</sup> Ave W, Subway offers fresh, made to order salads and sandwiches.

INSTRUCTIONAL TECHNOLOGY SERVICES: <http://digitalobby.spu.edu/etmresources/>

### **What is Canvas?** <https://canvas.spu.edu/login>

The SPU Canvas system is an educational resource that allows faculty members to post course documents (such as journal articles, syllabus, or lecture notes) online for the students enrolled in the specific course. The login for Canvas is exactly the same as your login for Banner Information System.

LIBRARY: <http://www.spu.edu/depts/library/>

A current, valid student ID card is needed to check out all library materials. For additional information, please inquire at the Circulation Counter or by telephone, (206) 281-2228. Books may be renewed once unless a hold request has been received for it. Renewals may be requested online by logging into [Your Library Record](#) or by telephone.

Overdue fines for all materials except Reserve and Summit (Orbis Cascade Alliance) items accumulate at the rate of 20 cents per day per item, until the material is 25 days overdue. After 25 days, the item is considered lost. Ask at the Circulation Counter for additional information about overdue fines.

Library Hours: <http://spu.edu/library/about-the-library/library-hours>

SAFETY & SECURITY: <http://www.spu.edu/depts/security/>

### ***Parking***

For your safety and convenience, all vehicles parked on campus are to be registered with the Safety and Security Office. Registration forms and parking regulations are also available there. Regulations and other forms may also be accessed on-line at [http://spu.edu/depts/security/parking\\_info.asp](http://spu.edu/depts/security/parking_info.asp). All reserved, handicapped, no parking and fire zones are enforced 24 hours a day. Additional parking information is available by contacting the Safety and Security Office (206281-2922 or [securityinfo@spu.edu](mailto:securityinfo@spu.edu)).

### ***Security Escorts***

The Safety and Security Office provides security escorts to accompany you to your car or other campus locations after dark. Call, preferably a few minutes in advance, to arrange for this service at 206-281-2922.

### ***Campus Emergencies***

In the event of an emergency of any kind call Campus Security 24 hours daily at 206-281-2911. Security staff will respond immediately and summon other assistance as needed.

CAMPUS BOOKSTORE: <http://spu.bncollege.com/>

Refer to the website link listed above to see current bookstore hours.