

# FAQs: The Registrar's Office

- **Where can I get forms and other information relating to the Registrar's Office?**
  - The Registrar's Office is part of the Enrollment Management Office located on the 2<sup>nd</sup> floor of the NTTC Building. Our website, <http://www.wju.edu/registrar>, lists important downloadable forms, the University catalog and directions on how to request transcripts.
- **What is *Academus OnLine* and how do I access it?**
  - *Academus OnLine* is the system through which students and faculty access the University database. To access the system, you can click on the link from <http://cardinal.wju.edu> or go directly to <http://academus.wju.edu>. To log in:
    - User ID = first letter of your first name, your full last name and the last 3 digits of your WJU ID # (found on your WJU Cardinal Card)
    - Password = last 4 digits of your Social Security Number; you are required to change the password after your first log-in.
    - Technical/log-in questions should be directed to the ITS Office at 243.8181
- **What can I see/do at *Academus OnLine*?**
  - *Academus OnLine* allows you to: View your schedule, view midterm and final grades, view your transcript (which shows transfer and WJU credits), view your program evaluation to see which courses you still need to take, view your major/minor, locate your advisor's name, view your WJU financial statement.
    - *Academus OnLine* is also the system used to view all classes offered and to register for WJU courses during the pre-registration process.
- **How am I notified by the Registrar's Office about various matters?**
  - The Registrar's Office regularly sends emails to all students on their cardinal mail account (@ cardinal.wju.edu); please check this email account at least once a week as this is the official means of communicating with the student body! You can access this e-mail from <http://cardinal.wju.edu>; at the bottom of your printed course schedule are listed your log-in ID and initial password information. The ITS Office can assist you with questions. Also, if your address or phone number changes, please notify the Registrar's Office with the updated information.
- **How do I drop or add a course?**
  - The drop/add period is the first week of the Fall and Spring semesters. Drop/add slips are available at the Registrar's Office and the Office of the Academic Dean (ASC 202). The procedure and required signatures are listed on the slip; once completed, it must be returned to the Registrar's Office to be processed.
  - A Course Petition Form is required when adding a course for which there are special/exceptional circumstances (e.g., the course is closed, you lack the pre-requisites for the course, etc...). This form is available at the offices listed above or can be downloaded from our webpage.
- **What other pertinent functions are handled by the Registrar's Office?**
  - The Registrar's Office also processes requests for Enrollment Verifications which may be needed for medical insurance forms, loan forms, etc. The Registrar's Office also has a notary on staff. The Registrar's Office also determines the transferability of courses taken elsewhere; our articulation agreements with other schools can be downloaded from our webpage.
- **If I have questions about academic matters, to whom should I speak?**
  - Your advisor or Academic Dean (ASC 202, 243.2321), are both valuable initial contact persons.