Welcome to the Graduate Online Orientation for Continuing Studies
What is Continuing Studies?

- The Office of Continuing Studies (CS) is non-degree granting.
- CS is a student status NOT a type of course. Our students take the same courses as students who are in degree programs. You can still earn college credit but you are not admitted to the University.
- Students who are non-degree have not been admitted into a Temple degree program, therefore they cannot earn a degree at Temple.
- In order to earn a degree at Temple you must apply and be admitted to the University.
- You can use Continuing Studies to help build an academic record if you plan to apply to Temple.
Who are CS Students?

- We serve a wide variety of students, many backgrounds and education levels:
  - Students interested in applying to Temple undergraduate or graduate programs
  - Professionals updating their knowledge and skills
  - People taking courses for personal enrichment
  - Students visiting from other colleges
  - High school students taking college courses
CS Graduate Student Policies

- CE graduate students can take up to 9 graduate credits total as a non-matriculated student.
- If you would like to take undergraduate courses you can take up to 11 credits per semester (8 during each summer session).
- You must provide copies of ALL previous college transcripts; your degree(s) must be clearly stated on the transcript(s).
- You must have at least a 2.0 cumulative GPA for all previous college course work.
Graduate School

- Students interested in pursuing a graduate degree can take up to 9 graduate credits before applying.
- In some cases you will contact the academic department directly to register.
- If you need to take undergraduate courses as prerequisites to a graduate program we will be glad to assist you. We strongly suggest speaking with someone in the academic program first to determine which courses you need.
- As mentioned previously, CS students are non-degree. If you would like to be in a degree program you must apply to Temple University through the Office of Graduate Admissions.
Advising

- The Academic Resource Center is located at 1810 Liacouras Walk Suite 101.
- You can reach us at 215.204.2500.

Continuing Studies Mission Statement
Offer support for non-degree students in pursuit of their educational goals by providing accurate information, developing proper academic plans and making appropriate referrals.
Before Searching for Classes

- Are you interested in earning a degree? The graduate bulletin is a great place to learn about majors and degree requirements.

- [Graduate Bulletin](https://bulletin.temple.edu/graduate/)

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**GRADUATE**

**INTRODUCTION**

The Graduate School oversees all facets of graduate education at Temple University. It is responsible for admitting students who meet university requirements and recommending to the Board of Trustees the awarding of graduate degrees. The Graduate School also reviews the qualifications of those faculty members appointed as "Graduate Faculty." Importantly, the Graduate School oversees the quality of new and continuing graduate programs, monitors standards of scholarship, maintains student records, and verifies advancement to candidacy. In concert with the Graduate Board, the Graduate School establishes and maintains admissions and degree requirements in consultation with the deans of the schools and colleges and their graduate councils. The Graduate School also administers policies established by the Graduate Board and Temple University.

Welcome to the Graduate Bulletin of Temple University.
Class Schedule Search

- Go to www.temple.edu/courses, click on course search
  - Use the drop down box to search by term, click “submit”
  - Limit as many fields as you would like including, subject, undergraduate or graduate, campus, times, and days
  - Click “class search”
  - From this page click on “View Catalog Entry and Course Description,”
  - Click on the course number to see more information about the course. Be sure to pay attention to pre-requisites and restrictions.
  - Once you determine the classes you would like, you can bring the course and section numbers to your advisor to discuss your selections (ex. 7408–Chem 1031–014)
Class Schedule Search

Search by Term:
- 2011 Fall (View only)
- 2011 Summer I (View only)
- 2011 Summer II (View only)

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To select more than one area hold the control button as you click.
Class Schedule Search

These are the numbers you need to provide to your advisor to register (747 – BIOL 2112 – 042)

Click for course description and more info
Click for pre-requisites and more info
Class Schedule Search

Co-requisite (in this case students have a choice of 3)

Pre-requisites

(Notice the "or" and "and")
How to Register

- If you are interested in applying to a graduate degree program at Temple and would like to take classes within that program you need to contact the academic department for advising and registration.
  - You can find contact information in the [graduate bulletin](#).

- If you would like to take a graduate course for personal enrichment or professional development and are not interested in earning a graduate degree at Temple, you may register through CS.
  - Please note: most graduate courses require permission from the instructor or department prior to registration.

- You may not register for the following through CS: All professional schools (medical school, law school, etc.), Fox School of Business, College of Education, Social Administration, and Tyler School of Art. Please contact these schools directly.
When to Register

Registration Begins:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Begins</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>Mid April</td>
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<tr>
<td>Spring Semester</td>
<td>Early Nov</td>
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<tr>
<td>Summer Sessions</td>
<td>Late March</td>
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- For the specific registration dates for CS students, please see the registration schedule.

You can register through the beginning of the term however, the earlier you register the more options you will have for course selection.
How to Register

- If you have determined that Continuing Studies is the correct place for you to register and you have found the classes you would like, you can visit the Academic Resource Center to register with an advisor. When you arrive, ask for a Registration Card to complete.
  - Please note, you must come in person the first time you register through the Office of Continuing Studies.

- If you cannot come in and you have registered through CS previously, you may send your request electronically using our [web registration form](#).
  - Please note, you will be notified via TU email within 1-3 business days of the status of your registration request.
Schedule Revisions: Drop/Add

Please see the Academic Calendar for specific dates.

- To process a schedule revision you must visit the Academic Resource Center or use the fax form on the CS website. You will receive written confirmation of your schedule revision, be sure to keep this for your records. There is a schedule revision fee for every day you make a transaction to your schedule after the first week of classes. After the drop deadline you are responsible for payment of full tuition and fees.

- Fall/Spring:
  - Drop/add is the first two weeks of the fall and spring semesters. You may add for the first week with the assistance of an advisor. You will need professor’s signature to add during the second week.
  - You may drop for the first two weeks with the assistance of an advisor.

- Summer:
  - During summer sessions, drop/add is approximately the first 10 days of the session.
  - You may add during the first two days with the assistance of an advisor. You will need professor’s signature to add during the third day. (You cannot add after day three).
  - You may drop for approximately the first 10 days of a summer session.
Schedule Revisions: Withdraw

- Once the drop/add period has ended you may still withdraw from a course through the 9th week (summer is through the 3rd week). Please see the [Academic Calendar](#) for dates.
  - A withdrawal means that you will have a “W” on your transcript, but it will not affect your GPA. You will still be responsible for payment of full tuition and fees.

- After the withdraw period ends, you are committed to completing the course and will receive a grade.
TU email & Self-Service Banner (SSB)

- 24 hours after your initial registration you will be able to go to accounts.temple.edu to activate your student account. Please use this along with the instructions you will receive from your advisor to activate your account. Temple will then communicate with you electronically via your TU email account (not your personal email).

- Once you have set up your accounts be sure to check your TU email regularly and communicate with Temple faculty and staff through your TU email rather than your personal email. TU email is Temple’s official means of communication.

- You will be able to access SSB to view your roster, pay your bill, etc. through the TU Portal.
eBilling

- Temple will NOT send you a bill in the mail. Rather you will receive your bill notification online via your TU email account. This is one of the reasons why it is imperative you check your TU email regularly.
Resources at Temple

- **The Bookstore**
  - The bookstore is located at the corner of 13th and Montgomery Streets in the Gittis Student Center on the lower level. You can purchase your school books and other supplies in the store and on the website.

- **The Writing Center**
  - This is a great resource to help you with your papers and writing needs. They are not just for students who are struggling... they can also help you turn that B+ paper into an A!
Resources at Temple

- **The Math and Science Resource Center**
  - The MSRC offers tutoring services for math and many science courses (see their website for courses served).
  - You can make an appointment, walk in, or attend a review session.

- **The Library**
  - The Paley Library, located at 1210 W Berks Street, is one of the most important resources at Temple. The online portion gives you access to a wealth of search engines and scholarly research. You will also find lots of information to write your papers and conduct research in the library.
  - Don’t be intimidated. If you’re not sure how to start your research or if you can’t find what you’re looking for, use one of the many helpful reference librarians.
Resources at Temple

- **The Tech Center**
  - Need to use a computer on campus? Try one of the 700 computers in the Tech Center. Printing services are also offered. You can also receive technical assistance at the service desk if you’re having computer problems.

- **Disability Resources and Services**
  - If you have a documented disability that can possibly affect your academics please be sure to register with DRS.
  - They have experience assisting with medical, visual, hearing, physical, learning, and psychological disabilities.
  - DRS is responsible for providing a wide range of reasonable accommodations.
Policies and Procedures

- All students, including non-degree students, are responsible for knowing and abiding by all Temple University policies. The complete list of policies can be found at policies.temple.edu

- The policies include, but are not limited to:
  - Student Conduct Code
    http://policies.temple.edu/getdoc.asp?policy_no=03.70.12
  - Student Drug and Alcohol Policy,
    http://policies.temple.edu/getdoc.asp?policy_no=03.70.01
OWL Card

After you register, you will be able to get your OWL Card. You will go to the "Diamond Dollars' Office located at 1910 Liacouras Walk.
How do I get to class?

- Your schedule will list the buildings and room numbers of your classes.
- Online you can view the building map which includes a building guide for classes.
Thank you for completing the online orientation.

Please see a Continuing Studies advisor to register. To schedule an appointment or if you have any questions please contact us at 215.204.2500.

We look forward to assisting you with your academic goals!