Event | Date
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**Phase One**
Advanced Registration (Phase One) | March 10 – March 26
Fee Payment Deadline Phase One | June 13

**Phase Two**
Registration (Phase Two) | July 7 – July 21
Fee Payment Deadline Phase Two | July 21

**Phase Three**
Late Registration (Phase Three) | August 6 – August 18
Fee Payment Deadline | August 18

Notes:
- Registration will only be open during the dates indicated. An explanation of the phases is below.
- Financial aid recipients have their schedules held if they meet the following during each phase:
  - **Phase 1** - An aid application is on file
  - **Phase 2** - Aid is offered that meets or exceeds your charges and
  - **Phase 3** - Aid must be in an accepted status that meets or exceeds your charges.
- Wait list processing will be conducted according to a schedule. Registration will not be open during wait list processing. If a student wishes to register for a class during wait list processing, the student must be on a wait list (see the department that controls the course you want).
- Late registration may result in additional fees.

Registration is divided into three phases. Students are assigned a registration time (time ticket) by a computer algorithm that gives priority to those students who have earned the most number of hours in residence. A student may not register until the time ticket start time. After the start time, students are allowed to drop and add classes freely during any phase as long as they meet the financial obligations of the phase.

Registration is divided into phases for the purpose of leveling the "playing field" for students who transfer in to SPSU. Such students may have earned a large number of hours but will not have any in residence at SPSU and will thus always be assigned time tickets that begin after resident students.

If the resident student registers and pays or secures their schedule via an application for aid, they keep their classes. Students who do not will lose their schedules. When Phase Two opens, transfer students have an equal chance at getting into the opened slots. This allows the students who have spent the most time and money at SPSU to get first registration rights but denies them the ability to simply register for classes and sit on them until school starts. The only way to do that is to register
AND pay (or have valid aid).

Phase One - One must either pay at least 33% of all tuition and fees or have a valid financial aid application in the university system before the end of the phase. Allow time for the application to be downloaded from the FAFSA site. No award of aid is required at this point. This allows returning students to secure a schedule before new students are allowed to register during orientations. At the end of Phase One, schedules are deleted for students who have not paid or who do not have a valid application for aid in the Banner system.

Phase Two - Students who register and pay (or have aid) during Phase One can continue to drop and add freely during Phase Two. New students also begin to register during Phase Two. After Phase One, schedules of non-paid are dropped thus opening slots for returning and new students. At the end of Phase Two, schedules are removed for students who have not paid at least 66% of all tuition and fees or do not have an offer of financial aid. This differs from having an application. The application must have advanced to the point where the student is at least offered some kind of aid for the coming term. An application alone will not secure the schedule.

Phase Three - Students who register and pay in either of the previous two phases are eligible to freely drop and add during Phase Three. A larger number of new students will begin competing for classes during Phase Three. At the end of this phase, a student must have paid 100% of the tuition and fees or have accepted their financial aid award to keep their schedule. This is different from simply being offered aid. A student has to have actively accepted the award, signed the promissory note (if applicable), and aid must be ready to disburse.