

Office of the University Registrar

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- **How do I check for holds on my account?**
 - In myCharger, click on Student Resources > Register for Classes> [View Academic Holds](#).
 - For Financial holds - please email bursar@newhaven.edu.
 - For Health holds – please email healthservices@newhaven.edu
 - For Dean of Student holds – please email deanofstudents@newhaven.edu
 - For University Immigration holds – please email uis@newhaven.edu
 - **How do I find out my class level for pre-registration? (Undergraduate students only.)**
 - In SSB, click on Registration > Registration Status. ****Degree Audit does not reflect class level for pre-registration purposes.****
 - Your class level is determined by the earned credits (at UNH) listed on your transcript plus, your current enrollment.
 - **What happens if I do not attend my classes?**
 - If you do not attend a course listed on your schedule, you will be removed. This may affect your financial aid, so make sure to confirm your schedule and make changes before the add/drop period ends.
 - If you miss two weeks of classes, the instructor may withdraw you for non-attendance. This may also affect your financial aid, so be sure to attend all classes.
 - **How do I change my undergraduate major?**
 - The required form is located in myCharger – Click on One Stop from the left menu, then Registrar Forms. It is in the undergraduate forms section.
 - Your major cannot be updated after add/drop has ended, and financial aid has been dispersed. If you submit a change request mid-semester, your record/advisor will be updated for the next term.
 - **How do I change my graduate program?**
 - In myCharger – Click on One Stop from the left menu, then Registrar Forms. The link is in the graduate forms section.
 - **How do I declare a minor?**
 - Find the [catalog page](#) that lists the minor requirements. Click on this icon  at the top of the page. Review and complete the form with the faculty member designated as the Minor Contact, which can be found on the [Minor Declaration](#) page in myCharger. The faculty member will email the form to registrar@newhaven.edu as their approval to add the minor to your record.
 - Be sure to review the minor policy and course sharing rules in the catalog.
 - A minor can be added at any time.
 - Do not register for courses in the minor until it is added to your record.
 - **What is a Minimum Credit Requirement?**
 - This requirement/error means you must maintain a minimum number of credits on your schedule after your initial registration.
 - If you are making changes to your registration in SSB, be sure to add and drop the same number of credits **before** hitting the Save button.

- **Why do I need to monitor my degree audit?**
 - Accurate application of transfer credit and course substitutions to your degree requirements affects your graduation date. Check your degree audit frequently for accuracy, and to be sure all courses are applying to your requirements, or your financial aid award may be delayed.
 - If you see a course that is not being applied to your requirements, contact your academic advisor to request a substitution.

- **How do I request a [Leave of Absence](#)?**
 - Review the policy, and submit before the first day of classes.
 - Form is located in myCharger on the [Registrar Forms](#) page.

- **Do I have to apply to graduate?**
 - Yes, you must file a graduation application in order for your record to be reviewed for degree conferral.
 - Availability of your graduation application is based on credits earned. Details can be found on the [Graduation Information](#) page in myCharger. You will receive communication from the Registrar's Office about your eligibility for conferral.

- **How do I participate in the Commencement ceremony?**
 - Only undergraduate students who are within nine credits of degree completion, and graduate students who are within six credits of degree completion, may participate.
 - Make sure to file a graduation application. If you are eligible, your name will be given to the Commencement Committee to be included in event communications. Questions regarding eligibility to participate, or event details can be sent to commencement@newhaven.edu.

- **How do I apply for an internship?**
 - Register for an internship through Charger Link, through the [Career Development Center](#).