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www.muohio.edu/lifelonglearning

REGISTRANTS - CREDIT WORKSHOP - FREQUENTLY ASKED QUESTIONS

How can I view workshop offerings?

Workshops can be viewed and registered through www.muohio.edu/workshops. This is different from where you view courses (www.muohio.edu/courselists) and register (www.muohio.edu/bannerweb).

How can I register for a workshop?

As long as the director has NOT put any restrictions on the workshop registration (i.e. registration requires director's signature), you will find the workshop at www.muohio.edu/LLL, or view a listing at www.muohio.edu/workshops and proceed through this web system to request workshop registration. Your information is sent to Lifelong Learning for processing.

You may also find the workshop within the published bulletin and may complete a paper registration form and walk it along with payment to Lifelong Learning. A workshop specific customized registration paper form can be obtained from the workshop director or a blank form can be obtained from www.muohio.edu/LLL under "Credit Registration."

Ten (10) days prior to the start of the workshop, the online registration option will be disabled and all registrants will be required to register by the paper form. This is to ensure payment is made prior to the start of the workshop.

What happens if a registration request is made by a student prior to the open registration date?

Whether the request was submitted online or if the paper form was turned in to Lifelong Learning, the request will be held until registration for that term opens and then the registration request will be processed.

What is the payment policy for a workshop?

It is university policy that a workshop be paid for in full at the time of registration. If you walk the paper registration form into Lifelong Learning, payment will be required immediately. If you submit a workshop request on-line, once the registration is processed, your account on www.mymiami.muohio.edu will reflect the bill and payment must be made. You must pay for the workshop within 10 days AND prior to the first day of the workshop to avoid potential cancellation of your credit workshop registration. However non payment does not assure registration cancellation. Please follow the cancellation policy if you do not plan to attend the workshop.

How can payment be made?

Credit card or e-check payment through www.muohio.edu/bursar with your Unique ID and MUNet password (information on how to do this is listed below)

Walk or mail your workshop registration payment (check enclosed)

Office of the Bursar
Campus Avenue Building, Room 101
301 S. Campus Ave.
Oxford, OH 45056
Phone: 513-529-8744

What if I don't pay for my workshop?

If no payment is made within 10 days, your registration to the workshop may be cancelled. However to assure no fee obligation, please follow the cancellation policy if you do not plan on attending.

What is the cancellation policy? You can withdraw by the end of the business day before the workshop begins to receive a 100% refund of registration fees paid. **After the workshop begins, no fees are refunded.** For summer workshop offerings, you must officially withdraw by 4:30 p.m. on the business day before the workshop begins. The withdrawal must be accomplished through the Lifelong Learning in McGuffey Hall, Miami University, Oxford, or by calling, (513) 529-8600.

What if my workshop gets cancelled?

If your workshop cancels, the workshop director will contact you. Your registration will also be cancelled and a credit will go back to the bursar's account. If you are set up for direct deposit, then a credit will go to your checking account, otherwise a check will be issued. This process could take up to a month to receive the refund.

How do I access my online university services? Account information, as well as fees, grades, and other essential details regarding your registration at Miami University can be accessed on-line. To access many Miami University on-line Services, you will need two pieces of information:

1. Unique ID obtained at www.muohio.edu/UniqueIDLookup
2. MUNet password: default password is derived by combining your two (2) digit birth month, two (2) digit birth day, followed by the last four (4) digits of your social security number. For example, if your birthday is 1/23/1945 and your social security number is 123-45-6789, then your default password would be 01236789.

I want to stay in campus housing for my summer workshop, who can I contact? If you require on-campus dormitory housing while attending an Oxford campus summer workshop, please contact Conference Services at (513)529-4949.

My question still isn't answered fully, who can I contact?

Lifelong Learning	513-529-8600	Lifelearn@muohio.edu	www.muohio.edu/LLL
Fees	513-529-8744	Bursar@muohio.edu	www.muohio.edu/bursar
IT Services Support Desk	513-529-7900	SupportDesk@muohio.edu	www.muohio.edu/supportdesk
Parking Services	513-529-8535	Parking@muohio.edu	www.muohio.edu/parking
Registration	513-529-8703	RegProcessing@muohio.edu	www.muohio.edu/registrar