Welcome to SLP Online at Longwood University! Within this guide you’ll find information on the following:

- Access & Course Registration
- Registration Wait List
- Add/Drop and Withdrawal
- Payment
- Preparing For Your Course
- Technical Assistance
- Tips
- Important Contacts
Access & Course Registration

✓ You have been assigned a Longwood ID and e-mail address which will allow you to access myLongwood, your portal for registration, billing, and many other features.

✓ Within 2-5 business days from the date you receive this Guide, our Information Technology Services (Help Desk) will email this access information to the email address you provided on your application.

✓ **If you have not received your login credentials within five business days**, please call the Help Desk at 434.395.4357 or toll-free at 877.267.7883 and someone can assist you. Their hours of operation are Monday through Thursday 7:45 am – 7:00 pm ET, Friday 7:45 am – 5:00 pm ET, closed Saturday and Sunday.

Once you have received your access, you will **register yourself** for classes using the myLongwood system.

Once logged in to the myLongwood system, click on the ‘Student’ tab click on ‘Add or Drop Class’ under the Registration Tools.
Select the appropriate Term.

Once you click Submit, you will be taken to a screen that allows you to enter the CRN directly. If you do not have the CRN, click 'Class Search'.

Add Classes Worksheet

[CRN field]

Submit Changes  Class Search  Reset
If you receive the ‘Prerequisite and Test Score’ error, the course you’re seeking has a prerequisite.  (Click here for a list of courses and their prerequisites.)  Dr. Shannon Salley, SLP Online Coordinator, can assist you with course selection and prerequisite satisfaction.  She can be reached by email at salleysw@longwood.edu.

Registration Wait List

If the course you wish to take is full, you may choose to join the Wait List.  In order to do so, please select section PWL for the course (for example, PCSD 201-PWL).  You will need to enter the CRN directly in order to access a PWL section.  (You may use the ‘Class Search’ feature to find the CRN.)

Once you’ve entered the CRN and clicked ‘Submit,’ select ‘Wait Listed’ in the Actions drop-down menu and click ‘Submit Changes.’
You will then see that you have been placed on the waitlist. Dr. Salley will monitor the waitlist and notify you through your Longwood email if a spot opens or a new section is available. When she contacts you about the course, you must DROP the waitlist and add the section which has an available seat.

**Add/Drop and Withdrawal**

- **If your plans change quickly after registering, please drop promptly to allow another student to take your place.** These courses are in high demand and fill quickly. You are NOT automatically dropped for non-participation in a course.

- **To drop by the add/drop deadline:**
  - Access your account through myLongwood and select the 'Student' tab. Click on ‘Add or Drop Classes’ under the Registration Tools. Follow the prompts to drop the course(s) you no longer need.
  - Confirm that the drop has been processed by accessing ‘Student Detail Schedule’ under the Registration Tools on the Student Tab.
  - A drop processed by the add/drop deadline removes financial responsibility.

- **If you need to drop a class but have a hold on your account** (typically due to a balance on your account):
  - Contact the Registrar’s Office (434.395.2580 or registrar@longwood.edu) to drop the course(s).
  - You will need to complete a Schedule Change Form and submit it by fax or email to the Registrar’s Office.

- **To withdraw for no academic penalty** during the withdrawal period (which begins after add/drop):
  - Complete a Course Withdrawal Form and submit it to the Registrar’s Office by either fax to 434.395.2252 or email to registrar@longwood.edu.
  - Confirm receipt of this fax by calling 434.395.2580.
  - Upon withdrawal, all tuition and fee charges will still apply.

- **Withdrawal after the deadline** may only be considered for medical or other non-academic emergencies.
  - Submit a written withdrawal request (and supporting documentation from a physician or other applicable support) via email to graduate@longwood.edu or fax to 434.395.2750. This must be done by noon ET on the last day of class.
  - Confirm receipt of the request by calling 434.395.2380.
  - All tuition and fee charges will still apply.
Payment

- Plan how you will pay for the online course(s).
  - Virginia Resident professional tuition rate per credit hour: $275.00
  - Non-Virginia Resident professional tuition rate per credit hour: $350.00

- Financial Aid is available for the SLP Prerequisites Online. The Financial Aid Office can assist you with this process and can be reached at 434.395.2077 or toll-free at 800.281.4677. You may also email the office at finaid@longwood.edu.

- Your other payment options are paying in a lump sum or using our Monthly Payment Plan, which is available during fall and spring semesters only. If you need assistance or have questions about the plan, please contact the Office of Student Accounts by email at studentaccountsoffice@longwood.edu or by phone at 434.395.2268.

- To pay your tuition once you have registered, go to the myLongwood portal. Select the ‘Student’ tab and click on ‘My Student Account.’ You’ll see the option on that page to view your account information, which will take you to the TouchNet Payment Gateway where you can view your bill, make payments, set up authorized users, and save payment methods.

- Payment is due at the time of registration and no later than the published due date for each semester. While the exact dates may vary, please remember the following guidelines for each semester:
  - **FALL** e-bills will be generated in early July, due in early August
  - **SPRING** e-bills will be generated in mid-November, due in early January
  - **SUMMER** e-bills will be generated in mid-May, due in early July

- If payment is not made by the due date, a hold will be placed on your account which will prohibit adding or dropping. If you have a hold on your account and are still within the add/drop period, contact the Registrar’s Office (434.395.2580 or registrar@longwood.edu) to add or drop a course.

Preparing For Your Course

- Order your books from any bookstore of your preference or the Longwood University Bookstore.

- **Canvas** is the learning management system you’ll use to access your course. To log into your online course space visit https://canvas.longwood.edu. You may begin attempting to access the course a few days early, but many instructors don’t open the course until the day classes begin. Be sure to log in to your Longwood email at least twice a week OR have it forwarded automatically to an account you check frequently.
Technical Assistance

✓ If you have difficulty accessing Canvas or have other technical questions, contact the Help Desk at 434.395.4357 or toll-free at 877.267.7883 and someone can assist you with your LancerNet ID and password. Their hours of operation are Monday through Thursday 7:45 am – 7:00 pm ET, Friday 7:45 am – 5:00 pm ET, closed Saturday and Sunday. You may also email helpdesk@longwood.edu.

✓ For instructional technology assistance (you are unsure how to use features within Canvas), please call the Digital Education Collaborative (DEC) at 434.395.4332. The office is open Monday through Thursday 9:00 am – 8:00 pm ET and Fridays 9:00 am – 5:00 pm ET. You may also email dec@longwood.edu.

Tips

✓ Watch your Longwood email. Once activated, it is very important that you log in to your Longwood email at least twice a week OR have it forwarded automatically to an account you read frequently. Longwood email is the method used by all University offices and faculty to communicate with you.

✓ Keep your Longwood and LancerNet IDs, password, and email handy as you will need them to conduct any business with Longwood, check your records, or log into your online course.

✓ Once activated, if you skip a semester you will need to send an email to slponline@longwood.edu to be reactivated before you can register for another course.

Important Contacts

✓ Contact Dr. Shannon Salley (salleysw@longwood.edu) for questions about administration including course-specific inquiries, transcript review for prerequisites, and course overrides.

✓ Contact the Registrar’s Office (registrar@longwood.edu or 434.395.2580) for questions about technical registration issues.

✓ Visit this page for details on registration deadlines, add/drop/withdrawal deadlines, and an overview of the SLP Online prerequisites.

✓ Contact your course instructor for assistance with academic issues related to class participation and requirements.

✓ Contact SLP Online (slponline@longwood.edu) if you need to update your contact information or be reactivated.

Welcome to your Speech-Language Pathology online prerequisite courses. We wish you the very best in your professional education pursuits.