REGISTRATION

Registration for New Students

Students are expected to register for courses offered during the semester for which they have been accepted. Requests to defer admission must be made in writing directly to, and be approved by, the corresponding graduate program director. Please note that new student enrollment will be deferred for no more than the immediately subsequent two semesters (fall or spring) beyond the semester for which the applicant initially submitted an application. The University will not retain applications and supporting documents of those who do not register within a two-year period.

Students are expected to register on the published registration date.

Graduate Adviser

Students admitted to graduate study are assigned an adviser from the department in which they are studying. The adviser will help determine the student's course load and assist in planning the program of study. The adviser must approve the students' program for each semester (as well as the total program) before they will be permitted to enroll for courses.

To prepare for registration for the coming semester, students will consult with their academic adviser, who will assist them in selecting an appropriate schedule of classes. Students can view the semester course offerings online within Banner Student Self-Service. Additional important information, including the details of registration procedures for the semester, the academic calendar, and information about academic regulations and procedures, is also available on this site.

Online registration is available for all students. Students are encouraged to use this convenient method of registration after consulting their adviser for course selection and, where applicable, to get their registration PIN.

Personal Identification Number (PIN)

The majority of students are assigned a PIN each semester for use in online registration. Students should keep their PIN confidential. In the event that a student forgets his or her PIN, the student should contact his/her adviser.

Registration

Active students who plan to continue their studies in the following semester may register for courses in March-April for the Fall term and in November for the Spring term. Doing so affords continuing students first priority in course selection. Failure to register in a timely manner may compromise a student's ability to enroll in courses for which they were advised, and/or may result in late fees or other financial penalties. Details regarding registration procedures appear online within the student portal.

Academic and Financial Responsibility

The University reserves seats in classes for all students who register. The students incur both academic and financial responsibility for any preregistered course(s). Accordingly, students who register during the early registration periods must pay their tuition bills by the due date or officially drop their courses online or in the Office of the Registrar by that same date so that their reserved class seats may be reopened to other students. Official cancellation of course reservations by this deadline removes all semester tuition and fee charges.

Registered students who cancel course registrations after the payment due date, but before the end of the add-drop period, will be liable for registration fees but not tuition charges. Students who withdraw from all classes will incur prorated tuition charges and full fees according to the Total Withdrawal Schedule in the Tuition and Fees section of this catalogue. These charges are assessed regardless of payment status or class attendance.

Students who register during the Registration or Late Registration periods incur academic and financial responsibility for their courses and must submit payment by the due date that appears on the bill. These students are liable for tuition charges and fees, unless they officially drop their courses before the end of the add/drop period, in which case they are responsible for fees only. Withdrawal after the end of the add/drop period will result in the assessment of prorated tuition charges and full fees as delineated under "Charges for Course Changes" in the Tuition and Fees section of this catalogue.

The University reserves the right to drop from classes any students who are in default of their payment. The University may also require students with a prior balance to prepay the tuition/fees for the semester prior to being allowed to register.

Students are required to complete their semester registration prior to the end of the add/drop deadline. Students may not attend any class unless they are officially registered for that class section that semester.

In extraordinary circumstances, students may petition the Office of the Registrar in Bayley Hall for permission to register after the add/drop period. If authorization is granted, the student will be required to pay tuition, fees and a late fee of $250 before being allowed to register.

Independent Study

Application forms for programs of independent study may be obtained from department chairs who have information on University and department requirements. Students may not register for any independent study course without the signed approval of the department chair.

Schedule Changes

Adjustments to the semester schedule are permitted through the end of the add/drop period. For Fall and Spring semesters, the add/drop period ends at midnight on the next occurring day of the week within which classes begin. For example, if the semester begins on Monday, then the add/drop period ends at midnight of the following Monday. This pattern is altered if the end date falls on a University holiday in which case the end of the period would be midnight on the next occurring business day. For Summer courses, the add/drop period ends on the day of the second class meeting. To add or drop a course, the student under advisement must complete the schedule adjustment process by the add/drop deadline. When students properly drop a course, the course is removed from the semester schedule.

In no case will students be allowed to add or drop a course after the end of the add/drop period. For students whose courses are offered during parts of term, each part-of-term will have a defined drop period that allows one week for a student to add or drop a course. For example,

a student may register for a 'Part-of-Term A' and/or a 'Part-of-Term B' course.

Also, no refund or credit will be granted for any course that is not officially dropped by the appropriate deadline. Nonattendance does not constitute a drop or a withdrawal. After the end of the add/drop period, students who do not wish to continue in a class may submit a Course Adjustment Form to withdraw from the course. This form must be submitted to the Office of the Registrar with all required signatures by the appropriate deadline.

Semester Credit Load

Full-time status at the graduate level is 9 credits. Normally, a full-time graduate student will not exceed 18 credits in a given semester; graduate students in the Stillman School of Business may not exceed 15 credits without special permission. Halftime status is considered 5 credits. Students registered at the part-time level will be registered for fewer than 9 credits.

During Summer Session, students may enroll for 6 credits in any one session. The maximum for students enrolling in multiple sessions during a given Summer is 15 credits.

Graduate students enrolling in credit-bearing internships that are full-time and semester-long may be certified as full- time-equivalent with the approval of the department.

Refund Policy

The amount of tuition refund, if any, will be determined by Enrollment Services.

If students completely withdraw from the University during the University's refund period, recalculation of their financial aid (including loans) will be performed by Student Financial Services to ensure that students are entitled to the financial aid they received for that term. If it is determined that a student is not eligible for the aid received, either a portion or the full amount of aid will be refunded to the program source from which it was received. Students are responsible for any outstanding balances with the University resulting from reduction or cancellation of financial aid. Federal aid will be reduced or canceled first, followed by state and institutional aid.