

# REGISTRATION REGULATIONS

## Registration

To prepare for registration for the coming semester, students must consult with their academic advisers, who will assist them in selecting an appropriate schedule of classes. Students can check online for important information pertaining to registration, including the schedule of courses, the details of registration procedures for the semester, the academic calendar, and information about academic regulations and procedures.

Students who plan to continue their studies in the following semester are required to register for courses in November (for the Spring term) and in late March-April (in the Fall term). This accords continuing students first priority in course selection for the following semester.

Online registration is available for all students. Students are encouraged to use this convenient method of registration after consulting their adviser to select their courses and get their PIN number.

Registration periods for new and readmitted students immediately precede the beginning of each term. The University calendar specifies these dates.

## Academic and Financial Responsibility

The University reserves seats in classes for all students who register. The students then incur academic and financial responsibility for these course(s). Accordingly, students who register must pay their tuition bills by the due date. Students who decide not to continue their studies must drop their courses online or notify the Office of the Registrar in writing by the payment due date, of their intention not to attend so that their reserved class seats may be made available to other students. 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 periods, will be liable for registration fees but not tuition charges.

Students who withdraw from all their courses will incur prorated charges according to the Total Withdrawal Schedule. 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. These students are liable for tuition charges and fees, unless they officially drop courses by the end of the add/drop period, in which case they are responsible for registration fees only. Withdrawal after the end of the add/drop period will result in the assessment of prorated tuition charges when the student withdraws from all classes within the refund period.

Students who have a prior outstanding balance and/or who have been late in making payments on their deferred payment schedule are subject to a hold on their registration. These students must satisfy their current balance and prepay the tuition/fees for the next term before they can be cleared to register for that term.

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

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

## 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/second day of class session for online courses.

To add or drop a course, the student must login to Student Self Service to make the schedule change or submit a Schedule Adjustment to the Office of the Registrar in Bayley Hall by the add/drop deadline. When a student has properly dropped a course, the course is removed from the student's semester schedule.

Nonattendance does not constitute dropping a course. The only way a schedule may be adjusted is for the student to complete the add/drop procedure online or in person by the appropriate deadline.

In no case will a student be allowed to drop or add a course after the end of the add/drop period. No refund or credit is granted for any course that is not officially dropped by the appropriate deadline.

## Semester Credit Load

Full-time, matriculated students may enroll for a maximum of 18 credits in any Fall or Spring semester. However, with the permission of the dean of the school/college, a student whose GPA in the preceding semester is 3.0 or higher may be allowed to take additional credits. Non-matriculated students may not register for more than 9 credits in any semester. Part-time student status involves a maximum of 11 credits in any semester. During Summer Session the credit load is one and one-half credits for each week of the particular session. Students may not complete more than 15 credits during Summer Session (inclusive of Intersession, Summer I and Summer II). Students in the College of Arts and Sciences are restricted to a maximum of 3 credits in the May Intersession.