

ADVISOR HANDBOOK 2001-2002

REGISTRATION POLICIES AND PROCEDURES

Registration Options

Early Registration (currently enrolled students) (fall and spring semesters only)

Early Registration is the process whereby the student can request classes for the coming semester several weeks before the semester begins. Students may register in person, over the Internet, or by TouchTone. TouchTone is USU's telephone registration and fee payment system. The internet link is located at www.usu.edu/registra/admrec/quad-main.html.

Courses are requested according to class rank, in the following order: (1) matriculated graduate students, (2) seniors, (3) juniors, (4) second bachelor's degree students, (5) sophomores, (6) freshmen, (7) nonmatriculated graduate students, and (8) newly admitted students.

The current *Schedule of Classes* (published each semester) should be referred to concerning deadlines and registration instructions. Students who fail to pay full fees by the fee payment deadline date **and have an outstanding balance of \$65 or more** will have their classes dropped and will need to reregister. Students who have an outstanding balance that is less than \$65 will retain their classes and will be notified through their electronic mail account that they have an outstanding balance. Students may drop or add on or after the designated day for early registration, but not before.

On-line Registration (all students)

Once Early Registration has been completed, students who did not register during Early Registration may go to the Registrar's Office (TSC 246) and register or use TouchTone or the Internet. They may also drop and add. Instructor signatures are not required for adding or dropping classes prior to the sixth day of classes. Beginning with the first day of the second week of classes, instructor signatures are required for adding classes.

All On-line Registration and drop/adds will be processed first-come, first-served. Any fees due must be paid by the date indicated on the Registration Billing Statement or

courses will be voided. Please refer to the Registration Instructions in the current *Schedule of Classes*.

Student Orientation, Advising, and Registration for Fall Semester (new students)

Student Orientation, Advising, and Registration (SOAR) is a program established to enable new students to register for fall semester classes in the more relaxed atmosphere of summer. It is an opportunity for the students to become acquainted with the campus, look for housing, be introduced to University programs, etc.

The primary objective of SOAR is to provide new students with the opportunity to register early for fall classes. Academic advisors and student facilitators will be present to help students develop their class schedule. After the desired classes are chosen, the students can register. Students may register over the Internet, or by TouchTone, or in person. Once courses have been scheduled, tuition and fees must be paid by the fee payment deadline or the student will need to reregister.

Also available with the SOAR program is a parents orientation. Parents and family are very much affected by their son/daughter's decision to go to college. Parents orientation is designed to introduce parents to the changes they can expect in their lives. Parents will have the opportunity to meet with school personnel to discuss the programs the University offers to students and parents. The parents orientation program is held while the students are in their orientation.

Registration Regulations and Procedures

(Details are provided in the front portion of the current *Schedule of Classes*.)

Full-time Student Status

Minimum registration for a full-time undergraduate

student load is considered to be 12 credits and a full-time graduate student is considered to be 9 credits. To be eligible to hold a student body office, a student is required to register for 12 or more credits. To be eligible to receive financial aid or full veterans benefits, a student is required to register for 12 or more credits. Veterans with less than 12 credits may qualify for partial benefits. For most University programs, a student must average 15 credits per semester to graduate in four years.

Changes in Registration

After the fifth day of classes, any additions in the original registration must: (1) be recorded on an official add form, (2) include the instructor's signature, and (3) be filed in the Registrar's Office before any changes become effective. Deadlines as outlined in the current *Schedule of Classes* must be observed. A breakdown of available registration options is as follows:

Adding Courses: Courses may be added for credit or audit. Instructor signatures are required beginning the second week of the semester (6th day of classes). The last day for adding classes is three weeks after classes begin. (Check the current *Schedule of Classes* for the exact date.) All requests for audit registration must be approved by the instructor and must be submitted to the Office of the Registrar, TSC 246.

Dropping Courses:

1. Students who fail to attend a class for which they are officially registered may be dropped from that class by the instructor during the first five days of the semester. This does not remove responsibility from the student to drop classes which he or she does not plan to attend.

2. Students may drop courses without limit and without notation on the permanent record through the fifth day of classes or the second meeting, whichever is later. From the sixth through the 30th day of classes, students may drop, without notation on the permanent record, no more than eight courses prior to completion of the first undergraduate degree, and no more than two courses during each additional baccalaureate degree program. Beginning with the 31st day of classes, courses dropped will be entered on the transcript and will reflect a withdrawal (W). An instructor's signature is not required to drop classes, through the 30th day of classes.

Following the 30th day of classes, or when the allowed number of drops from the sixth through the 30th day has been reached, the student's instructor, academic advisor, and academic dean must approve a late drop request, and this may be done only upon a

demonstration of conditions beyond the student's control (such as illness or death in the immediate family, work conflicts, etc.). Documentation of these circumstances is required. The Transition Drop Policy can be found in the current *Schedule of Classes*.

Instructors are to provide students in undergraduate classes with significant feedback on their performance in the class (e.g., the results of at least one examination or evaluation of performance on some other major requirement(s)) no later than the 30th day of classes.

Under no circumstances is dropping courses after the 30th day, or from the sixth through the 30th day after the limit has been reached, permitted for the purpose of avoiding an unsatisfactory grade. Neither shall an "I" (Incomplete) grade be given to avoid the consequences of inadequate performance. Appeals to a dean's decision may be directed to the Provost's Office.

In the event that a student registers for a course which is later canceled, it is the responsibility of the department to officially cancel the class with the Scheduling Office, and the student's responsibility to drop the course for a full refund.

A student may not drop all of his/her classes without an official withdrawal from the University.

Complete Withdrawal From the University: The student is responsible to initiate a request for an official withdrawal from the University. No one will be permitted to withdraw from the University once final examinations have begun. The date of the official withdrawal is the date the withdrawal form or letter is received.

Procedure: Depending on individual circumstances, students will initiate a complete withdrawal from the University at one of the following locations:

1. Financial Aid Office (TSC 106) for students with any financial aid or scholarships.
2. Veterans Services Office (TSC 204) for students who are receiving VA benefits.
3. Registrar's Office (TSC 246) for all other students.

Students who withdraw from Utah State University may need to apply for readmission. Contact the Office of Admissions (TSC 246) for further information.

Auditing Courses

Those who wish to audit a class must register as auditors. All requests for audit registration must be approved by the instructor and submitted to the Office of the Registrar,

TSC 246. No credit will be allowed for such attendance and the regular tuition and fees will be assessed. At no future time may the student request or receive credit for the audited course by any other means than by officially registering for the course and doing the required work. Approved audit requests must be submitted to the Office of the Registrar, and tuition and fees paid at the Cashiers Office before class attendance is permitted.

House Bill 60 permits Utah residents 62 years of age or older to audit regular university classes offered during the day or offered through the Extension Class Division. However, space in many university classes is limited. Classes which are full at the time of an audit request are unavailable. Credit-seeking, full-tuition-paying students shall have first priority in the registration process. A flat fee of \$10.00 per semester is charged for House Bill 60 registration.

Repeating Courses

Students may repeat any course at USU for which they have previously registered. They may also retake a course originally taken at an institution where USU has an articulation agreement, if the agreement identifies a specific USU course as being equivalent to the one the student desires to replace. All other decisions dealing with retaking courses, including courses taken under the quarter system, will be determined by the department in which the course is offered.

The number of times a student can take the same class is limited to a total of three times (once, plus two repeats). Beyond three attempts, the student's dean must approve additional registration for the class.

The total number of repeats allowed is limited to ten. Students who exceed this limit will have an academic hold placed on their registration. Beyond ten repeats, the student's academic dean must approve additional registration for the class.

When a course not designated as repeatable for credit is repeated, the most recent grade and quality hours are used to recalculate the student's grade point average. The previous grade and quality hours for the same course will remain on the student's academic record, but will not be calculated in the grade point average or total quality hours completed. A course designated as repeatable (®) may be repeated to receive a higher grade, and the most recent grade and quality hours will be used in recalculating the student's grade point average. The student is responsible to declare repeated courses to the Registrar's Office by completing a Record Adjustment-Repeated Course form.

Students desiring to repeat a course should obtain a Repeated Course Form from the Registrar's Office, TSC 246. This form informs the Registrar's Office to place an asterisk

(*) next to the course grade on the student's transcript, indicating that the course has been repeated. When a course is repeated, the grade and credit hours used to figure the GPA are the grade and credit hours earned the last time the repeated course was taken. Previous grades and credit hours for the same course remain on the student's record but do not count in the GPA or total hours completed.

Upon repeating a course, the student's GPA is recomputed under the following conditions:

- a. If it is requested by the student; or
- b. If it is requested by the major college or department; or
- c. If the course is identified as a Repeated Course by the Office of Enrollment Services.

When there appears to be a question as to whether one course actually repeated another, the decision is made by the dean or department head of the college or department in which the course is offered.

Certain courses at USU may be repeated for credit with all grades and credit earned counted in the GPA and total quality hours. Such courses are identified with the repeat symbol (®) in the University *General Catalog*.

Pass / D+, D, F Option

A student desiring a "Pass," instead of a regular grade in a course, must request a pass/fail form from the Registrar's Office, TSC 246. This form must be signed by the student's advisor and returned to the Registrar's Office by the 30th day of classes.

A grade of P indicates academic achievement of not less than C-. All students, including freshmen, may take courses on a P / D+, D, F basis. Please note that a minimum of 72 of the 120 credits required for a baccalaureate degree must carry the A, A-, B+, B, B-, C+, C, C-, D+, D designation, unless the major department and college change this limitation. All CLEP, AP, and other special exam credits are considered P and are included in the total P grades permitted. The P shall also be used to record on the student's permanent academic record all special credit in which other grades are inappropriate. Many departments do not allow a student to take required courses on a P / D+, D, F option, and many professional or graduate schools may not accept P grades.

Changing a Major

When a change of major is desired, a student must go to the department office and dean's office of the college in which he/she is presently enrolled to initiate the proper paperwork. If he/she is changing majors within the same college, the dean's office may complete the required form,

and have it signed and sent to the Registrar's Office. When changing colleges, signatures of both department heads and deans are required on the form before it is sent to the Registrar's Office. After it is received in the Registrar's Office, the information becomes part of the student's file.

Semester Note Policy

This note gives students the option to pay most of their tuition up front, with the remainder due 60 days into the semester. The cost for the Semester Note is \$22, and 65 percent of the tuition and fees is due at fee payment time. This payment option is available during the total fee payment period and will retain classes at the fee payment deadline. Semester notes are available at the Cashiers Office (TSC 228).

Deferred Fee Note Policy

Unlike the semester note, the deferred fee note is not available until after the fee payment deadline. For students who are financially unable to pay full fees at one time, a deferred fee note may be issued during daily registration when tuition and fees are required the same day the student registers. A deferred fee note enables a student to complete payment of his/her fees at a later date. The deferred fee note is issued on the same principle as a promissory note, and registration is completed when the billing statement is accepted by the cashier.

One third of the total amount is due at the time of issuance. Another third of the total amount is due by the 30th day of classes, and the final third is due by the 60th day of classes. Any unpaid balance at the end of this period will be subject to an additional interest charge of one percent per month (12% per annum), computed from the date the note was issued.

A \$50 note fee is assessed on every note issued, to cover computer costs and other expenses associated with the note. A transcript "hold" is placed on the student at the time the deferred fee note is issued, and continues until the note is paid in full. Down payments and interest rates are subject to change. Students should check with the Cashiers Office, TSC 228, for current amounts.

Complete Withdrawal and Deferred Fee Notes: A complete withdrawal from school does not cancel a deferred fee note. The refund policy on tuition and registration fees will remain in effect even though registration was completed with a deferred fee note. A withdrawal refund to which a student is entitled will first be applied in settlement of the student's deferred fee note; any unpaid balance on the note which is not covered by the refund must be paid by the student.

Payment of a Deferred Fee Note: Payment of a deferred

fee note is to be made at the Cashiers Office, TSC 228. It is the student's responsibility to present proof of payment if there are any discrepancies in payment records.

Tuition, Fees, and Activity Cards

Those concerned should refer to the current *Schedule of Classes* for current fees and deadlines. Tuition and fees must be paid by the fee payment deadline or the student's registration will be voided.

Students who register after the fee payment deadline must pay fees the day they register or their registration will be voided. A \$20 late fee will be assessed beginning the first day of classes.

Students who have financial problems in connection with the payment of fees may contact the Cashiers Office in TSC 228.

Student identification card. A student identification card will be prepared for new freshmen and transfer students upon proof of fee payment at a cost of \$6. Lost ID cards may be replaced for \$10. Cards are obtained at the Customer Service Center, Taggart Student Center, Room 212.

Activity card validation. Activity fees are paid by all students and the validation of their card is updated each semester after fee payment.

Spouse card. A student who holds a full-time validated card may purchase a card for his/her spouse for \$28, payable at the Cashiers Office. The spouse may bring the receipt to the Customer Service Center and obtain a picture ID card for a \$5 fee. The Customer Service Center will indicate which services the spouse card is good for.

Refund Policy

When a student withdraws from the University before the 15th day of the semester, he or she is entitled to a refund of registration fees according to the following conditions:

a. Ten dollars of every registration fee, the late registration fee, and the insurance premium are nonrefundable.

b. After the \$10, a possible late registration fee, and insurance premium are deducted from the registration fees paid, refunds are calculated as follows:

Refund Period	Percent of Registration Fee to be Refunded
Before classes begin	100%

First two days of the semester	100%
Third through fifth day of classes	90%
Through the tenth day of classes	70%
Through the fifteenth day of classes	50%
After the fifteenth day of classes	0%

Educational Benefits for USU Employees, Retirees, and Dependents (Reduced Tuition and Fees)

Information about educational benefits (reduced tuition and fees) for USU Employees, Retirees, and Dependents is contained in USU Executive Memorandum 86-01 dated 10 February 1986. Detailed information about these benefits may be obtained from USU Personnel Services, located in MS 115, Phone 797-1805 or in Policy #350 of the University Policy Manual.