

Registration

Office of the Registrar: Student Center 246

Phone: (435) 797-1098

FAX: (435) 797-1110

All students attending classes must be registered. Students are officially registered when all tuition and fees have been paid in full. Failure to pay tuition and fees by the published fee payment deadline may result in courses being voided (see *Registration Purge* on page 37). Students are responsible for dropping courses for which they do not wish to receive a grade. Detailed registration instructions are printed in the University *Schedule of Classes*, which is published each semester.

Eligibility

Only eligible students may register for courses at the University. An eligible student is either continuing from the previous year or has been admitted or readmitted to the University.

Registration Procedures

The University *Schedule of Classes* lists each semester's course offerings, dates, times, places, and procedures for registration and fee payment. It may be purchased at the University Bookstore or accessed at: <http://www.usu.edu/registrar/catalogpdf>

Late Registration

A \$5 transaction fee for each course added will be assessed all undergraduate students beginning the 6th day of classes, and will be assessed all graduate students beginning the 16th day of classes. This fee does *not* apply to courses taught at Continuing Education centers.

Assignment of Advisor

When undergraduate students have been admitted to the University and have indicated their proposed field of study, they are assigned an advisor according to their major. Students are initially assigned to the default advisor or advising office for their individual major. In some cases, the default advisor is a temporary advisor who may assign students to a permanent advisor after their initial meetings with each student. In some colleges, students may be assigned to one advisor until they complete their lower-division coursework, and then be assigned to another advisor when they begin working on their upper-division coursework. Advising systems vary from college to college within the University. Students may access a listing of advisors by major by going to: <http://www.usu.edu/ats/advisorlist>

Full-time Status

The minimum registration load for a full-time undergraduate student is 12 credits. **Students who desire to graduate in four years (eight semesters) must average a semester load of at least 15 credits per semester.** To be eligible for student body offices, students are required to be registered for 12 or more credits. To be eligible to receive financial aid, a student is required to register for 6 or more credits. Students on scholarships must be registered for 15 or more credits, unless otherwise indicated. Veterans and students eligible for a veteran's educational allowance are required to be matriculated and registered for 12 or more credits (for undergraduate students) or 9 or more credits (for graduate students) to qualify for full educational benefits. Students registered for less than 12 credits should contact the Veterans Services Office to determine if they are eligible for partial benefits.

Credit Limit

Students registering for **more than 18 credits** must present their advisor's signed authorization to the Registrar's Office.

Auditing Classes

Admitted students who wish to audit a class must register as auditors. Auditing is dependent on space, resource availability, and instructor approval. No credit or grade points will be granted. The regular tuition and course fees will be assessed. At no future time may students request or receive credit for the audited course by any other means than by officially registering for the course and doing the required work. Audit requests, approved by the instructor, must be submitted to the Registrar's Office and tuition and fees must be paid before class attendance is permitted. Students are not permitted to register as auditors during Early Registration.

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 per semester is charged for House Bill 60 registration.

Pass (P), D+, D, F Option

Students may register for a Pass (P), D+, D, F option. The grade of Pass (P) indicates academic achievement of not less than C-. Credits for which the Pass (P) grade is received are not quality hours, and are therefore not used in the calculation of a student's grade point average. At no future time may the student request a letter grade, once the P, D+, D, F option has been requested. (See page 39 for more information.)

Adding Courses

Courses may be added for credit or audit. An instructor's signature is required beginning the second week of the semester (sixth day of classes). Classes may be added through the first 20 percent of the class meetings. (Check the *Semester at a Glance* in the current *Schedule of Classes* for the exact date.) Following the add deadline, the Office of the Registrar must also approve any add request. All requests for audit registration must be approved by the instructor and must be submitted to the Office of the Registrar, Student Center 246.

Dropping Courses

Students who do not attend a class during the first week of the term or by the second class meeting, whichever comes first, may be dropped from the course by the instructor. (*This does not remove responsibility from the student to drop courses which he or she does not plan to attend.*)

Students may drop courses without notation on the permanent record through the first 20 percent of the class. If a student drops a course following the first 20 percent of the class, a W will be permanently affixed to the student's record. After 60 percent of the class is completed, the student's academic advisor must sign any drop request, and a W with a grade assigned by the instructor will be entered on the student's permanent record. A student may not drop a course after 75 percent of the class is completed. (Check the *Semester at a Glance* in the current *Schedule of Classes* for exact dates.)

In the event that a student registers for a course which is later cancelled, 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. It is the department's responsibility to notify students of cancelled or rescheduled classes.

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

Leave of Absence

Students who wish to discontinue their studies for one or more semesters (other than summer semester) must file a *Leave of Absence* form with *either* the Financial Aid Office (SC 106) if the student has aid, a scholarship, or a tuition waiver, *or* with the Registrar's Office (SC 246) for all other students. Leaves of Absence are generally granted and reviewed on a yearly basis for reasons relating to illness or health, military service, employment, humanitarian or church service, family responsibilities, and financial obligations. The standard leave period is one year. Allowances will be made for military activation, church or humanitarian service, and for those having extenuating circumstances.

A student must apply for a leave of absence for a current semester *no later than* the last day of classes for that semester. USU's dropping courses policy explains how a leave of absence will affect a student's transcript.

A student who takes a leave of absence must officially notify the Registrar's Office of his or her intention to return to USU from leave. This *must* occur prior to registration. In most cases, the student will not need to apply for readmission.

Complete Withdrawal from the University

Complete withdrawal is initiated at the Financial Aid Office (SC 106) for those having financial aid, at the Veterans Services Office (SC 246) for those receiving veterans benefits, at the International Students and Scholars Office (SC 313) for all international students, or at the Registrar's Office (SC 246) for all other students. 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. A student who withdraws must be accepted for readmission before he or she may enroll again.

No-test Days

A five-day period designated as No-test Days precedes the five days of final examinations which are normally scheduled at the close of each academic semester. During No-test Days, no major examinations, including final examinations, will be given in order that students may concentrate on classwork, the completion of special assignments, writing projects, and other preparation for duly scheduled final examinations.

Proof of Identification

In order to receive University services, photo identification must be presented. Each admitted student who completes the registration process for a regular semester will be issued a student identification

card. This photo identification card is valid for the duration of the student's enrollment at Utah State University. Photo IDs are issued throughout the semester by the Card Office, Student Center 212.

Change of Address

It is the responsibility of the student to keep the Office of the Registrar informed of address changes by completing a Change of Address form available at the Registrar's Office (SC 246) or by using the Access (Banner) System on the Web:

<http://www.usu.edu/registrar/access/index.cfm>

Registration Purge

If a student has not paid tuition and fees in full, the Registrar's Office may cancel (or "purge") the student's registration for the upcoming semester, meaning the student will no longer have a seat reserved in the classes he or she has chosen. Whether or not the student's registration will be "purged" depends upon the balance owed, as well as the student's class standing. Class fees, as well as other fees (such as parking fines and fees for overdue library books), are included in the balance owed.

The registration purge is governed by the following policies:

1. The purge will occur one week prior to the day classes begin. Any student owing a balance of \$50 or greater will have his or her registration purged. Balance will be defined as any amount owed, minus any financial aid authorized, paid, or memoed. Students approved for participation in the Tuition Installment Plan (TIP) (see page 43) will not have their registration purged, provided they have paid the amount currently due under the TIP (unless other fees are owed totaling \$50 or more).
2. After the third week, a hold will be placed on the account of any student who owes more than \$50, preventing the student from registering for classes or receiving transcripts until he or she pays the balance owed, including preregistration for the next semester.

Prior to the purge, students owing \$50 or more will be sent e-mails, including an electronic bill. All students having their registration purged will receive an e-mail informing them of this action.

Faculty members and advisors having questions concerning these policies should contact William E. Jensen, Associate Registrar, (435) 797-1076, bill.jensen@usu.edu. Students desiring more information about the registration purge should contact the Help Desk at (435) 797-1098.