

Registration

Office of the Registrar: Taggart 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>

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/advising/advisors/>

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 12 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 (1977) permits Utah residents 62 years of age or older to audit regular university classes offered during the day or offered through Regional Campuses and Distance Education. 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, **plus any course fees or special fees that may be attached to classes**, is charged for House Bill 60 (1977) 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 GPA 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

After the fifth day of classes, any additions to the original registration must: (1) be recorded on an official add form, and (2) include the instructor's signature. Advisors can then authorize the students to register for additional course(s), after which the students can register online. Deadlines as outlined in the current *Schedule of Classes* must be observed.

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). Students may not add into a full class at any time without an instructor's signature. An instructor should not sign a blank Add Form, but should ensure that the proper course information (e.g., CRN, course prefix, course number, etc.) is present before signing and dating the form. The Registrar's Office will not process any Add Form that is not dated, or for which the signature date is older than three business days. Advisors who have access to authorize students into full classes will follow the same guidelines as the Registrar's Office. 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.) All requests for audit registration must be approved by the instructor and must be submitted to the Office of the Registrar, Taggart Student Center 246.

Late Registration

Following the published add deadline, a transaction fee of \$100 per course will be assessed for all undergraduate and graduate courses added. Dissertation, thesis, directed study, continuing graduate advisement, and independent study courses added for graduate work, as well as Military Science courses, are exempted from this late fee.

Dropping Courses

If a student does not attend a class during the first week of the term or by the second class meeting, whichever comes first, the instructor may submit a request to have the student dropped from the course. (*This does not remove responsibility from the student to drop courses which he or she does not plan to attend.*) Students who are dropped from courses will be notified by the Registrar's Office through their USU e-mail account.

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. Under normal circumstances, 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.)

Students with extenuating circumstances should refer to the policy shown below regarding *Complete Withdrawal from the University* and the *Incomplete (I) Grade* policy on page 39.

In extenuating circumstances in which a complete withdrawal or an incomplete grade is not deemed the best action to take, a student may petition for a Late Drop up through the last day of classes. The term "extenuating" circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter course schedule to secure employment, (4) change in work schedule as required by employer, (5) judicial obligations, or (6) other emergencies deemed appropriate by the instructor. Students requesting a late drop must submit a Petition for Late Drop to the Registrar's Office. The student must attach a typed appeal stating an explanation and justification for the desired drop(s). Supporting documentation confirming the extenuating circumstances must accompany the petition. The cost of the petition is \$20, which is a nonrefundable processing fee and does not guarantee approval.

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 (Complete Withdrawal) from the University.

Leave of Absence

Undergraduate students who wish to discontinue their studies for one or more semesters (other than summer term) must file a *Leave of Absence* form online. Students may file an admission deferral, a one-semester leave, a traditional leave of absence, or a complete withdrawal online at www.usu.edu/rfye/loa. Requests may be granted in the following circumstances:

1. 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.
2. **The standard leave period is one year.** Allowances will be made for military activation, church or humanitarian service, and those with extenuating circumstances.

Students must apply for leaves of absence for a current semester by the last day of classes for that semester.

With very few exceptions, students who are attending another institution **may not** take a leave of absence. They must completely withdraw and apply for readmission. Students are encouraged to discuss possible exceptions with the Matriculation Advisor.

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 Matriculation Advisor 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 (TSC 106) for those having financial aid, at the Veterans Services Office (TSC 246) for those receiving veterans benefits, at the International Students and Scholars Office (TSC 313) for all international students, or at the Office of Retention and First-Year Experience (TSC 314) 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, Taggart 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 (TSC 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 and housing fees, as well as other fees (such as parking fines and fees for overdue library books), are included in the balance owed.

Registration

The registration purge is governed by the following policies:

1. The purge will occur one to three weeks prior to the day classes begin. Any student owing a balance of \$250 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 44) 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. Beginning the first day of classes, any student who owes a balance of \$5 or more will have his or her student ID card deactivated.

3. 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.