

Title: Registration and Enrollment

Category: Academic Affairs

Responsible Cabinet Member: Provost

Purpose

To define institutional expectations and authority for student registration, enrollment status and course participation.

Scope

The University maintains centralized registration and enrollment processes to ensure the integrity of the academic record and compliance with institutional and federal requirements. All student registration activity must occur through the official systems administered by the Office of the University Registrar, which maintains the authoritative course roster and student academic record. Students may enroll only in courses for which they meet published prerequisites and eligibility requirements or have received an authorized override. Registration and schedule changes must comply with deadlines established in the official academic calendar. Students are responsible for monitoring their registration status, ensuring the accuracy of their course schedule and understanding the academic and financial implications of enrollment decisions. The Provost retains final authority for interpretation of this policy. This applies to all students registering for University courses.

Authority

The Office of the University Registrar is the official custodian of student academic records. Colleges may establish internal advising processes but may not bypass institutional registration controls. The Provost retains final authority for interpretation of this policy.

Definitions

- **Registration:** The official enrollment of a student in one or more courses for a specific academic term.
- **Enrollment Status:** A classification (e.g., full-time, part-time, half-time) based on total registered credit hours for a term.
- **Official Class Roll:** The authoritative course roster maintained by the Office of the University Registrar and used for institutional reporting.
- **Administrative Drop:** Removal of a student from a course initiated by the University for non-attendance or failure to meet enrollment requirements.
- **Academically Related Activity:** Participation in instructional activities as defined under federal Title IV regulations (34 CFR 600.2).

Procedures

Eligibility and Prerequisites

- Students may enroll only in courses for which they meet the prerequisites and eligibility requirements published in the University Catalogs or for which an authorized prerequisite override has been granted.
- The University reserves the right to remove administratively a student from a course if the student does not meet prerequisite or eligibility requirements, has not received an authorized override and was able to register for one or more courses due to the prerequisite being unenforceable by the course scheduling software.

- Academic units are responsible for monitoring prerequisite compliance in coordination with the Office of the University Registrar.
- Prerequisite overrides may be granted by authorized academic personnel in accordance with institutional procedures. The authority to approve overrides is typically delegated to the academic department, advising office or Instructor of Record as determined by the academic unit.

Registration Periods and Deadlines

- Registration shall occur within deadlines established in the official academic calendar.
- Add, drop and withdrawal deadlines shall be enforced uniformly across academic units.
- Registration outside published deadlines requires documented approval consistent with this policy.

Registration and Assignment to Classes

- Late Registration: After the fifth (5th) day of classes of a standard term, or a comparable number of days for courses that run on shorter terms as determined and published by the Office of the University Registrar. Any approvals for late registration should be made based on the following and documented in the student's academic record in their academic college:
 - Approval of the Instructor of Record.
 - Any additional approval required by the college offering the course.

The Office of the University Registrar may set a later date for final registration in classes for students who were not present at the regular registration time.

- Assignment to Classes: Students develop their course schedule in consultation with their academic advisor. Once the schedule is submitted through the University's official registration system and recorded by the Office of the University Registrar, it becomes the basis for the instructor's official class roll. The official class roll maintained by the Office of the University Registrar at the census date serves as the authoritative source for institutional enrollment reporting.
- No person may attend a class without being officially registered and therefore listed on the class rolls.
- At the end of the term, the instructor must report a final grade on all names appearing on the official class roll. Instructors are responsible for maintaining appropriate documentation of attendance or academically related activity sufficient to support federal compliance and institutional audit requirements. Certification of non-attendance must be accurate and timely to ensure proper financial aid eligibility determination. Please see the Withdrawal Policy for more details.
- Concurrent Registration: A student cannot enroll in more than one (1) section of a course with the same prefix and number during a single academic term unless approved for multiple registrations in the same term.
- Enrollment Status Classification
 - Enrollment status (full-time, part-time, half-time, etc.) and academic level (undergraduate/graduate/professional) shall be determined based on total registered credit hours for the academic term.
 - Definitions shall be maintained and published on the Office of the University Registrar webpage and published annually in the University Catalogs.
 - Enrollment status determinations are used for financial aid eligibility, athletic eligibility, visa compliance and official reporting.
- Registration Holds

- Registration holds may restrict registration due to academic, advising, financial, disciplinary, health or administrative conditions.
 - Holds must be resolved before a student may register for coursework.
- Administrative Withdrawal: The University may administratively withdraw a student from one or more courses for failure to meet academic, financial or administrative obligations. Such actions shall be recorded in accordance with grading and transcript policies. Please see the Withdrawal Policy for further information.
- Correction of Registration Errors: The Office of the University Registrar may correct registration errors resulting from administrative, clerical or system processing issues to ensure the integrity of the academic record.
- Student Responsibility: Students are responsible for the following related to registration:
 - Monitoring registration status;
 - Ensuring compliance with deadlines;
 - Verifying the accuracy of their schedule; and
 - Understanding the academic and financial implications of registration decisions.
- Administrative Readmission: Administrative readmission applies to students who have discontinued enrollment but were not separated from the University for academic suspension or dismissal. Students who have not enrolled for two (2) or more consecutive academic terms (excluding summer) must apply for readmission prior to registering for classes. Readmission restores eligibility to enroll but does not alter the student's academic record, cumulative GPA or academic standing.
 - The readmission process may require the student to:
 - Submit a readmission application with the Office of Admission;
 - Produce verification of the intended academic program; and
 - Provide a resolution of any outstanding institutional obligations or administrative holds.
 - Students who were previously on academic probation or other academic standing status retain that status upon readmission unless otherwise determined by the academic unit in accordance with University policy (see Academic Standing policy).
 - Students returning after an extended absence may be subject to the degree requirements in effect at the time of readmission unless otherwise approved by the academic unit.
 - Administrative readmission does not apply to students seeking return following academic suspension or dismissal. Those students must follow the reinstatement procedures established in the University's Academic Standing policy.