

## Chapter 4—Registration Policies and Procedures

This chapter discusses the process of registration, during which students meet with advisors to select courses, then register to attend those courses and (if necessary) drop or add courses after the semester has begun.

Registration takes place each semester and summer session. It consists of two distinct phases: advance registration and open registration. Each offers the students the opportunity to select courses before classroom instruction begins. General descriptions of both priority and open registration are provided below; specific procedures for registration are defined in the *Southern Utah University General Catalog*.

### REGISTRATION

Each student should complete registration for classes at the time and place designated by the University. Times and dates for each semester are published in the catalog, semester bulletin, and the Web. No student will be permitted to register for a course later than the end of the first week of the course. Exception: open-entry open-exit courses in which registration must be approved by the course instructor.

### Advance Registration

If you are a continuing, degree-seeking student, you may register during advance registration. New non-degree seeking students may register at the end of advance registration for new degree-seeking students

### Senior Citizen Registration

Utah residents, age 62 and over, are permitted to enroll, on a space available basis, at any of the state's public universities and colleges, on a tuition-free, audit basis. They will be required to pay a \$10 per semester administrative fee. Where applicable, senior citizens will be charged a fee for use of consumable materials. Senior Citizens must register at the Registration Office on or after the first day of class.

### Credit/Audit Status

During open registration, if space in the class is available, you may register for a course under audit status; that is, you may register for the course with the understanding that you will receive neither credit nor a grade. On your transcript, audit status indicates that you had a seat in the class, but may or may not have participated in class activities.

### Changes in Registration (Add or Drop)

Any student may change his or her schedule of courses by completing an official form available at the Registrar's Office subject to the following limitations:

1. No course may be added after the first week of the term. Any exception to the add policy requires instructor and department chair signatures.
2. For regular fall or spring semester, withdrawal from an individual course must be made prior to the end of the ninth week of the term. If the student withdraws during the first three weeks, no record of the course will appear on his/her transcript. If the withdrawal occurs between the fourth and ninth week, a "W" for that course will appear on the transcript. For other sessions and terms, such as summer terms, withdrawal must be made before 60 percent of the term has expired.
3. A student should be aware that all classes he/she drops must be properly processed through the Registrar's Office. If a student stops attending a class without officially withdrawing, he/she will

receive a "UW" (failure) for the course. This grade is calculated in the GPA as an "F."

A charge of \$5.00 will be assessed for each class dropped. Since it is costly to both the student and SUU to make changes, students are encouraged to make class selections only after consultation and guidance from an advisor.

**Exceptions:** Withdrawals from co-requisite courses that must be taken together (primarily lecture/lab courses) will count as one course for permitted withdrawal purposes. Withdrawals received as a result of a complete withdrawal from the university will not count toward the allowed total.

Note: The university has placed limits on the number of times you may enroll in a course. For more information, see Chapter 5 "Grades."

Note: If you intend to drop a class in which you have been issued university property—such as uniforms, instruments, or lab equipment—you must return the property before dropping the class. If you fail to do so, the Registrar's Office will place a hold on your record and reinstate you in the class.

### Faculty-Initiated Withdrawals

An instructor can withdraw a student from a course if the student has not satisfied the entrance requirements for the class. To withdraw a student for failing to satisfy entrance requirements, the instructor or department must notify the student of the impending withdrawal and then request the withdrawal through the Registrar's Office. Students should not expect that an instructor will withdraw them for nonattendance. The primary responsibility for course withdrawal rests with the student.

### WITHDRAWAL FROM THE UNIVERSITY

Students are permitted to withdraw totally from the University any time prior to finals for the semester. A student withdrawing after the third week will have a "W" recorded for each course for which he/she is registered. To withdraw from the University the following steps must be completed:

1. Obtain official withdrawal form from the Registrar's Office.
2. Obtain the required signatures on the withdrawal form, including cashier.
3. Return completed form to the Registrar's Office for official dropping of courses.

### Important Information Concerning Withdrawals for Students Receiving Financial Aid

Students who withdraw from the University need to be aware of a federal law impacting financial aid eligibility. Complete withdrawals may result in a financial obligation by the student to return the unearned portion of any federal aid disbursed. The student may have to repay Southern Utah University and/or the U.S. Department of Education for the unearned aid which had applied toward tuition and fee charges. A repayment may also be required for unearned aid disbursed directly to the student. If you are considering withdrawing from the university, we strongly recommend that you first discuss the financial consequences of this action with the Office of Financial Aid & Scholarships, Sharwan Smith Center, Room 167.

### Questions About These Policies?

If you have questions about these policies, contact the Registrar's Office, Sharwan Smith Center, 166, 435-586-7715.



Policy Statement concerning Catalog Contents

The purpose of the Southern Utah University Catalog is to provide current, articulate and accurate information about Southern Utah University for guidance of prospective students, for faculty and administrative officers, for students currently enrolled, and for other education or allied agencies.

Catalogs, bulletins, course and fee schedules, etc., are not to be considered as binding contracts between Southern Utah University and students. The university and its divisions reserve the right at any time, without advance notice, to: (a) withdraw or cancel classes, courses, and programs; (b) change fee schedules; (c) change the academic calendar; (d) change admission and registration requirements; (e) change the regulations and requirements governing instruction in, and graduation from, the university and its various divisions; and (f) change any other relations affecting students. Changes shall go into force whenever the proper authorities so determine, and shall apply not only to prospective students but also to those who are degree-seeking at the time in the university. When economic and other conditions permit, the university tries to provide advance notice of such changes. In particular, when an instructional program is to be withdrawn, the university will make every reasonable effort to ensure that students who are within two years of completing the graduation requirements, and who are making normal progress toward the completion of those requirements, will have the opportunity to complete the program which is to be withdrawn.

It is the policy of Southern Utah University to provide equal education and employment opportunities, services, and benefits to students and employees without regard to race, color, national origin, sex, creed, age or handicap in accordance with title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972. Sections 799A and 845 of the Public Health Act, and Sections 503 and 504 of the Rehabilitation Act of 1973, where applicable, as enforced by the U.S. Department of Health, Education, and Welfare.

Note: The courses contained in this catalog do not preclude or limit the university in its offerings for any semester or session nor do they restrict the university to the time block (semester) represented by the approved academic calendar.

**Disclaimer: A number of organizational changes will be considered by the Board of Trustees and the Board of Regents. Please see your advisor. Updated information will be posted in the online catalog at the SUU website <http://www.suu.edu/academics/catalog/>.**

<p><b>REGISTRATION CALENDARS</b></p> <p><b>SUMMER 2004 MAYMESTER CLASSES</b> May 10 to May 28</p> <p><b>Tuesday, May 11</b> Last day to drop regular session without a <b>W</b> on record</p> <p><b>First Session: June 1-July 2</b> <b>Second Session: July 6-August 6</b> <b>Regular Session: June 1-August 6</b></p> <p><b>SUMMER 2004 REGISTRATION CALENDAR</b></p> <p><b>Wednesday, April 7</b> Graduates and Seniors</p> <p><b>Thursday, April 8</b> Open registration</p> <p>Students may register beginning at 8 a.m. weekdays. Students must pay for classes as they register.</p> <p>In-person registration will continue each working day for both sessions from 8 a.m. to 4 p.m. up to and including the first day of class.</p> <p><b>Tuesday, June 1</b> First day for regular and first session classes, also last day of registration for those sessions.</p> <p><b>Friday, June 4</b> First Session: Last day to drop regular and first session classes without a <b>W</b> on record.</p> <p><b>Friday, July 2</b> First Session classes end.</p> <p><b>Monday, July 5</b> Independence Day holiday – no classes, offices closed</p> <p><b>Tuesday, July 6</b> First day for second session classes, also last day of registration.</p> <p><b>Thursday, July 8</b> Grades are due from instructors for First Session classes</p> <p><b>Friday, July 9</b> Second Session: Last day to drop without a <b>W</b> on transcript.</p> <p><b>Friday, July 23</b> Pioneer Day holiday – no classes, offices closed.</p> <p><b>Friday, August 6</b> Last day of second session classes.</p> <p><b>Wednesday, August 11</b> Grades are due from instructors for Regular and Second Session classes.</p> <p><b>PAYMENT/FINANCIAL DATES</b></p> <table border="0"> <tr> <td><b>SUU Refund Policy</b></td> <td><b>1<sup>st</sup>/Reg</b></td> <td><b>2<sup>nd</sup></b></td> </tr> <tr> <td>100% up to and including</td> <td>June 7</td> <td>July 12</td> </tr> <tr> <td>50% up to and including</td> <td>June 14</td> <td>July 19</td> </tr> <tr> <td>0% after</td> <td>June 14</td> <td>July 19</td> </tr> </table>	<b>SUU Refund Policy</b>	<b>1<sup>st</sup>/Reg</b>	<b>2<sup>nd</sup></b>	100% up to and including	June 7	July 12	50% up to and including	June 14	July 19	0% after	June 14	July 19	<p><b>HOUSING/RESIDENT LIVING</b></p> <p><b>Tuesday, June 1</b> Last day for First/Regular Session check-in, subject to availability.</p> <p><b>Tuesday, July 6</b> Last day for Second Session check-in, subject to availability.</p> <p><b>Housing Cancellations Refund Schedule</b> Please contact the Housing and Resident Living Office (435-576-7966).</p> <p><b>Meal Plan Cancellation Refund Schedule</b> Please contact the Food Service Office (435-586-7780).</p> <p><b>FALL 2004 REGISTRATION CALENDAR</b></p> <ul style="list-style-type: none"> <li>▪ Advisement for fall should be taken advantage of while students are still on campus.</li> <li>▪ Class schedules may be purchased through the Bookstore and is also available on the web (<a href="http://www.suu.edu">www.suu.edu</a>).</li> </ul> <p>Advance registration begins for fall semester, according to the alphabetic sequence for students' last names:</p> <p>In-person registration and telephone registration (435-586-7714) are between the hours of 8 a.m. and 4 p.m. Registration is also available on the web (<a href="http://www.suu.edu">www.suu.edu</a>).</p> <p><b>Registration begins for all Graduate Students.</b> Tuesday, April 13</p> <p><b>Registration begins for SENIORS.</b> Tuesday, April 13 A-L Wednesday, April 14 M-Z</p> <p><b>Registration begins for JUNIORS and students completing the associate or certificate of completion for the next graduation.</b> Thursday, April 15 A-L Friday, April 16 M-Z</p> <p><b>Registration begins for SOPHOMORES.</b> Monday, April 19 A-L Tuesday, April 20 M-Z</p> <p><b>Registration begins for ADVANCED FRESHMEN.</b> Wednesday, April 21 A-L Thursday, April 22 M-Z</p> <p><b>NEW FRESHMEN</b> Beginning May 10, 2004 new freshmen may access the online pre-advising program to reserve a class schedule prior to attending University Orientation. This program can be accessed at <a href="http://www.suu.edu/ss/success/">http://www.suu.edu/ss/success/</a>. New freshmen registration will be conducted during University Orientation. All new freshmen are required to attend one of the on-campus University Orientation sessions. Contact the Student Success Center to sign up for one of the following days:</p> <p style="text-align: center;">June 15, 16, 18 July 2, 9, 26, 30 August 6, 9, 20, 25, 26</p> <p>Student Success Center 351 West Center St. Cedar City, UT 84720 435-586-5419 <a href="mailto:ssc@suu.edu">ssc@suu.edu</a> or <a href="http://www.suu.edu/ss/success">http://www.suu.edu/ss/success</a></p>
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50% up to and including	June 14	July 19											
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**Friday, August 27**  
New Student Welcome

**Monday, August 30**  
Fall Semester classes begin

Note: Students who have accepted a scholarship or financial aid and have registered and are not going to attend must follow the withdrawal policy outlined in the official University catalog. All students are responsible for selecting and paying for classes they want.

**Friday, September 3**  
Last day of registration and adding classes. Add policy will be enforced. First Session: Last day to drop classes without **W** on transcript. Drop policy will be enforced.

**Monday, September 6**  
Labor Day – no classes, offices closed.

**Monday, September 13**  
Regular session: Last day to drop classes without **W** on transcript. Drop policy will be enforced.

**Thursday, October 21**  
First block ends.

**Friday, October 22**  
Second block begins.

**Monday, October 25**  
Harvest Holiday - no classes, offices closed.

**Friday, October 29**  
Last day to withdraw from an individual class with a **W** on the transcript. Drop policy will be enforced.

**Wednesday-Friday, November 24-26**  
Thanksgiving Recess – no classes, offices closed.

**Friday, December 10**  
Final day of Fall Semester classes

**Monday, December 13**  
Study day.

**Tuesday-Friday, December 14-17**  
Finals.

**Monday, December 20**  
New Freshman Orientation

**Wednesday, December 22**  
Grades are due from instructors.

**Credit Load Approval**  
An undergraduate may enroll in 20 semester hours or fewer (18 hours or fewer in a summer term, including Maymester) without written approval of his/her department chair or dean. Beyond those maximum credit hour loads, the approval of the department chair or dean is needed. Undeclared majors must obtain the approval of the director of the Student Success Center. A graduate student may enroll in 15 hours or fewer, including the summer Maymester, without written approval of his/her dean. Beyond the maximum credit hour load, the dean's approval is needed and must be obtained before registration.

**PAYMENT/FINANCIAL DATES**

**Friday, September 3**  
Late payment fee of \$15.00 per week will be charged on all unpaid balances until account is paid in full. Fee will be assessed at the end of business each Friday.

**SUU Tuition Refund Policy:**  
Tuition and course fees will be refunded according to the schedule provided below to any student in residence who, upon proper application to the Registrar's Office, withdraws from school before the end of the semester. No refund will be granted to students who are requested to withdraw from the University for cause of scholarship or any other cause.

The amount of tuition and course fees refundable to a full- or part-time student, who officially withdraws from the University, shall be as follows:

Aug 30 through Sep 5	100%
September 6 through 12	70%
September 13 through 19	50%
After September 19	0%

**SPRING 2005 REGISTRATION CALENDAR**

**Registration begins for all Graduate Students.**  
Friday, November 12

**Registration begins for SENIORS.**  
Friday, November 12 M-Z  
Monday, November 15 A-L

**Registration begins for JUNIORS and students completing the associate or certificate of completion for the next graduation.**  
Tuesday, November 16 M-Z  
Wednesday, November 17 A-L

**Registration begins for SOPHOMORES.**  
Thursday, November 18 M-Z  
Friday, November 19 A-L

**Registration begins for ADVANCED FRESHMEN.**  
Monday, November 22 M-Z  
Tuesday, November 23 A-L

**NEW FRESHMEN**  
New freshmen registration will be conducted during University Orientation. All new freshmen are required to attend one of the on-campus University Orientation sessions. Contact the Student Success Center to sign up for one of the following days:

Monday, December 20, 2004  
Friday, January 7, 2005

Student Success Center  
351 West Center St.  
Cedar City, UT 84720  
435-586-5419  
[ssc@suu.edu](mailto:ssc@suu.edu) or <http://www.suu.edu/ss/success>

<p><b>Friday, January 7</b> New Freshman Orientation</p> <p><b>Monday, January 10</b> Spring Semester begins.</p> <p><b>Friday, January 14</b> Last day of registration. First Session: Last day to drop without <b>W</b> on transcript. Drop policy will be enforced.</p> <p><b>Monday, January 17</b> Martin Luther King, Jr. holiday – no classes, offices closed.</p> <p><b>Monday, January 24</b> Regular Session: Last day to drop classes without <b>W</b> showing on transcript. Drop policy will be enforced</p> <p><b>Monday, February 21</b> President’s Day holiday – no classes, offices closed</p> <p><b>Thursday, March 3</b> First block ends.</p> <p><b>Friday, March 4</b> Second block begins.</p> <p><b>Thursday, March 10</b> Second Session: Last day to withdraw from an individual class with a <b>W</b> on the transcript. Drop policy enforced.</p> <p><b>Monday, March 14 – Friday, March 18</b> Spring Recess</p> <p><b>Monday, March 21</b> Last day to withdraw from an individual class with a <b>W</b> on the transcript. Drop policy enforced.</p> <p><b>Friday, March 25 and Monday, March 28</b> Good Friday holiday and Easter holiday</p> <p><b>Friday, April 29</b> End of Spring Semester classes</p> <p><b>Monday, May 2</b> Study day</p> <p><b>Tuesday, May 3 – Friday, May 6</b> Finals</p> <p><b>Saturday, May 7</b> Commencement</p> <p><b>Wednesday, May 11</b> Grades are due from instructors.</p> <p><b>Credit Load Approval</b> An undergraduate may enroll in 20 semester hours or fewer (18 hours or fewer in a summer term, including Maymester) without written approval of his/her department chair or dean. Beyond those maximum credit hour loads, the approval of the department chair or dean is needed. Undeclared majors must obtain the approval of the director of the Student Success Center. A graduate student may enroll in 15 hours or fewer, including the summer Maymester, without written approval of his/her dean. Beyond the maximum credit hour load, the dean’s approval is needed and must be obtained before registration.</p>	<p><b>PAYMENT/FINANCIAL DATES</b></p> <p><b>Friday, January 14</b> Late payment fee of \$15.00 per week will be charged on all unpaid balances until account is paid in full. Fee will be assessed at the end of business each Friday.</p> <p><b>SUU Tuition Refund Policy:</b> Tuition and course fees will be refunded according to the schedule provided below to any student in residence who, upon proper application to the Registrar’s Office, withdraws from school before the end of the semester. No refund will be granted to students who are requested to withdraw from the University for cause of scholarship or any other cause.</p> <p>The amount of tuition and course fees refundable to a full- or part-time student, who officially withdraws from the University, shall be as follows:</p> <table style="margin-left: 40px;"> <tr> <td>January 10 through 16</td> <td style="text-align: right;">100%</td> </tr> <tr> <td>January 17 through 23</td> <td style="text-align: right;">70%</td> </tr> <tr> <td>January 24 through 30</td> <td style="text-align: right;">50%</td> </tr> <tr> <td>After January 30</td> <td style="text-align: right;">0%</td> </tr> </table>	January 10 through 16	100%	January 17 through 23	70%	January 24 through 30	50%	After January 30	0%
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