

Chapter 4 – Registration Policies and Procedures

This chapter discusses the process of registration, during which students meet with advisers 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.

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 second week of the course. Registration during the second week of instruction must be approved by the course instructor. 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 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. Please note that the normal registration deadlines apply. No course may be changed to audit status after the ninth week of the term.

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 or online during applicable registration times, subject to the following limitations:

1. No course may be added after the second week of the term. Additions during the second week of the term must be approved by the course instructor. Any exception to the add policy requires instructor and dean 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 seven class days, no record of the course will appear on his/her transcript. If the withdrawal occurs between the eighth class day 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." Note: Any university scheduled working day is considered a class day.

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 adviser.

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 seventh class day 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 Student Success Center.
2. Obtain the required signatures on the withdrawal form, including cashier.
3. Return completed form to the Registrar's Office for official dropping from 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, Room 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.

REGISTRATION CALENDARS

SUMMER 2006 MAYMESTER CLASSES

May 8 to May 26

Tuesday, May 9

Last day to drop Maymester without a W on record

PAYMENT/FINANCIAL DATES

SUU Refund Policy	<u>Maymester</u>
100% up to and including	May 14
50% up to and including	May 21
0% after	May 21

First Session: May 30-July 3

Second Session: July 5-August 8

Regular Session: May 30-August 8

SUMMER 2006 REGISTRATION CALENDAR

Wednesday, April 5

Graduates and Seniors

Thursday, April 6

Open registration

Students may register beginning at 8 a.m. weekdays.
Students must pay for classes as they register.

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. Students may register online up to the first day of class.

Tuesday, May 30

First day for regular and first session classes, also last day of registration for those sessions.

Thursday, June 1

First Session: Last day to drop regular and first session classes without a W on record.

Tuesday, June 5

Regular Session: Last day to drop regular session classes with a W on record.

Monday, July 3

First Session classes end.

Tuesday, July 4

Independence Day holiday – no classes, offices closed

Wednesday, July 5

First day for second session classes, also last day of registration.

Friday, July 7

Second Session: Last day to drop without a W on transcript.

Friday, July 7

Grades are due from instructors for First Session classes

Monday, July 24

Pioneer Day holiday – no classes, offices closed.

Tuesday, August 8

Last day of second session classes.

Friday, August 11

Grades are due from instructors for Regular and Second Session classes.

PAYMENT/FINANCIAL DATES

SUU Refund Policy	<u>1st/Reg</u>	<u>2nd</u>
100% up to and including	June 5	July 12
50% up to and including	June 12	July 19
0% after	June 12	July 19

HOUSING/RESIDENT LIVING

Sunday, May 8

First day for Maymester Session Check-in, subject to availability.

Thursday, May 26

First day for First/Regular Session check-in, subject to availability.

Thursday, June 30

First day for Second Session check-in, subject to availability.

Housing Cancellations Refund Schedule

Please contact the Housing and Resident Living Office (435-576-7966).

Meal Plan Cancellation Refund Schedule

Meal plan service is not offered during Maymester or either summer session. For more information please contact the Food Service Office (435-586-7780).

Credit Load Approval

In order to earn a Bachelor Degree in four years the recommended credit load per semester is 15 credits. A full-time undergraduate student carries 15 credit hours each semester. Students may enroll in up to 18 credit hours each semester. Students with a SUU grade point average of "B" (3.0) or higher may enroll for more than 18 credit hours. Beyond these maximum credit hour loads of 18 credit hours (~~16~~ 16 credit hours in the summer **including Maymester**) written approval of the academic adviser and the respective dean is required. Undeclared majors must obtain approval of the director of Student Success Center. Students enrolled through the School of Continuing and Professional Studies must obtain that dean's approval. Approval must be obtained before registering.

A graduate student may enroll in ~~12~~ 12 semester hours or less, including the summer pre-session without written approval of his or her dean. Beyond this maximum credit hour load, the dean's approval is needed. Approval must be obtained before registering.

FALL 2006 REGISTRATION CALENDAR

- Advisement for fall should be taken advantage of while students are still on campus.
- Class schedules may be purchased through the Bookstore and is also available on the web (<http://www.suu.edu>).

Advance registration begins for fall semester, according to the alphabetic sequence for students' last names:

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 (<http://www.suu.edu>).

Advisement begins for all students

Wednesday, March 1

Registration begins for all Graduate Students.

Thursday, March 30

Registration begins for SENIORS.

Monday, April 3

Registration begins for JUNIORS and students completing the associate or certificate of completion for the next graduation.

Wednesday, April 5

Registration begins for SOPHOMORES.

Friday, April 7

Registration begins for ADVANCED FRESHMEN.

Tuesday, April 11

NEW FRESHMEN

Beginning **April 20**, 2006 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 <http://www.suu.edu/ss/success/>. New freshmen registration will primarily be conducted during University Orientation. All new first time, full-time students are required to attend one of the on-campus University Orientation sessions. Contact the Student Success Center to sign up for one of the orientation days.

All students come to the "Welcome Week Kickoff" August 25.
Student Success Center
(435) 586-5419 ssc@suu.edu or <http://www.suu.edu/ss/success>

Friday, August 25

New Student Welcome

Monday, August 28

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.

Monday, September 4

Labor Day – no classes, offices closed.

Wednesday, September 6

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

Monday, September 11

Last day of registration and adding classes. Add policy will be enforced.

Wednesday, October 18

First block ends.

Thursday, October 19

Second block begins.

Monday, October 23

Harvest Holiday - no classes, offices closed.

Friday, October 27

Last day to withdraw from an individual class with a **W** on the transcript.
Last day to change course status to audit. Drop policy will be enforced.

Wednesday-Friday, November 22-24

Thanksgiving Recess – no classes, offices closed.

Friday, December 8

Final day of Fall Semester classes

Monday, December 11

Study day.

Tuesday-Friday, December 12-15

Finals.

Monday, December 18

New Freshman Orientation

Wednesday, December 20

Grades are due from instructors.

Credit Load Approval

In order to earn a Bachelor Degree in four years the recommended credit load per semester is 15 credits. A full-time undergraduate student carries 15 credit hours each semester. Students may enroll in up to 18 credit hours each semester. Students with a SUU grade point average of "B" (3.0) or higher may enroll for more than 18 credit hours. Beyond these maximum credit hour loads of 18 credit hours (~~42~~ **16** credit hours in the summer **including Maymester**) written approval of the academic adviser and the respective dean is required. Undeclared majors must obtain approval of the director of Student Success Center. Students enrolled through the School of Continuing and Professional Studies must obtain that dean's approval. Approval must be obtained before registering.

A graduate student may enroll in ~~45~~ **12** semester hours or less, including the summer pre-session without written approval of his or her dean. Beyond this maximum credit hour load, the dean's approval is needed. Approval must be obtained before registering.

PAYMENT/FINANCIAL DATES**Friday, September 1**

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 28 through Sep 3	100%
September 4 through 10	70%
September 11 through 17	50%
After September 17	0%

HOUSING/RESIDENT LIVING**Thursday, August 25 - Saturday, August 27**

Fall semester Check-in, subject to availability.

Housing Cancellations Refund Schedule

Please contact the Housing and Resident Living Office (435-576-7966).

Meal Plan Cancellation Refund Schedule

For more information please contact the Food Service Office (435-586-7780).

SPRING 2007 REGISTRATION CALENDAR**Advisement begins for all students.**

Monday, October 2 A-Z

Registration begins for all Graduate Students.

Monday, October 30 A-Z

Registration begins for SENIORS.

Wednesday, November 1 A-Z

Registration begins for JUNIORS and students completing the associate or certificate of completion for the next graduation.

Friday, November 3 A-Z

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Registration begins for SOPHOMORES.

Tuesday, November 7 A-Z

Registration begins for ADVANCED FRESHMEN.

Thursday, November 9 A-Z

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 orientation.

Student Success Center
435-586-5419 ssc@suu.edu or <http://www.suu.edu/ss/success>

Friday, January 5

New Freshman Orientation

Monday, January 8

Spring Semester begins.

Monday, January 15

Martin Luther King, Jr. holiday – no classes, offices closed.

Wednesday, January 17

Regular Session: Last day to drop classes without **W** showing on transcript. Drop policy will be enforced

Monday, January 22

Last day of registration and adding classes.

Monday, February 19

President's Day holiday – no classes, offices closed

Friday, March 2

First block ends.

Monday, March 5

Second block begins.

Thursday, March 8

Last day to withdraw from an individual class with a **W** on the transcript.
Last day to change course status to audit. Drop policy enforced.

Monday, March 12- Friday, March 16

Spring Recess

Friday, April 6 and Monday, April 9

Good Friday holiday and Easter holiday

Friday, April 27

End of Spring Semester classes

Monday, April 30

Study day

Tuesday, May 1- Friday, May 4

Finals

Saturday, May 5

Commencement

Wednesday, May 9

Grades are due from instructors.

Credit Load Approval

In order to earn a Bachelor Degree in four years the recommended credit load per semester is 15 credits. A full-time undergraduate student carries 15 credit hours each semester. Students may enroll in up to 18 credit hours each semester. Students with a SUU grade point average of "B" (3.0) or higher may enroll for more than 18 credit hours. Beyond these maximum credit hour loads of 18 credit hours (~~12~~ 16 credit hours in the summer **including Maymester**) written approval of the academic adviser and the respective dean is required. Undeclared majors must obtain approval of the director of Student Success Center. Students enrolled through the School of Continuing and Professional Studies must obtain that dean's approval. Approval must be obtained before registering.

A graduate student may enroll in ~~12~~ 12 semester hours or less, including the summer pre-session without written approval of his or her dean. Beyond this maximum credit hour load, the dean's approval is needed. Approval must be obtained before registering.

PAYMENT/FINANCIAL DATES

Friday, January 13

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:

January 08 through 14	100%
January 15 through 21	70%
January 22 through 28	50%
After January 28	0%

HOUSING/RESIDENT LIVING

Thursday, January 5 - Saturday, January 7

Spring semester Check-in, subject to availability.

Housing Cancellations Refund Schedule

Please contact the Housing and Resident Living Office (435-576-7966).

Meal Plan Cancellation Refund Schedule

For more information please contact the Food Service Office (435-586-7780).