

## 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 registration policies 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, 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.

#### *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 Registrar's 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 tenth academic class day.

#### *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 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.

#### *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 do so, 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.

#### *Prerequisite Waivers*

Students wishing to enroll in a course, for which they have not completed the necessary prerequisites, must obtain a Prerequisite Waiver Form. This form needs to be signed by the Department Chair overseeing the class being taught. If the prerequisite being waived is a requirement for the student's degree, this does not waive the need to take the course. It merely allows the student to take a higher level course prior to completing the prerequisite.

### WITHDRAWAL FROM THE UNIVERSITY

Students are permitted to completely withdraw from the University any time prior to the start of the week of final exams. 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 student must complete the online university withdrawal process. This is available through the mySUU portal. Please contact the Registrar's Office 435-586-7715 with any questions regarding this process.

The university recognizes that in certain circumstances a health issue may so significantly impact a student's academic work that an Emergency Withdrawal for the term is needed. The student must

complete an Emergency Withdrawal Petition (available in the Registrar's Office), provide written evidence from a physician and a personal explanation to the Registrar. This must be completed in a timely manner and in no case later than the last day of class in any given term. If granted, normal withdrawal grading policies will be followed.

**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. Students considering withdrawal from the university are strongly encouraged to discuss the potential financial consequences with a representative in 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 to all University constituencies including faculty, staff, students, educational agencies and administrators.

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 effect 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 2009 MAYMESTER CLASSES

May 4 to May 22

#### Monday, May 4

Last day to add Maymester or change to audit

#### Tuesday, May 5

Last day to drop Maymester without a **W** on record

#### Thursday May 14

Last day to drop Maymester session classes with a **W** on record

#### PAYMENT/FINANCIAL DATES

##### SUU Refund Policy

	<u>Maymester</u>
100% up to and including	May 4– May11
50% up to and including	May 12 – May18
0% after	May 19

**First Session:** May 26-June 30

**Second Session:** July 1-August 7

**Regular Session:** May 26-August 7

### SUMMER 2009 REGISTRATION CALENDAR

#### Thursday, March 12

Graduates and Seniors

#### Friday, March 13

Open registration

Students must pay for classes as they register.

In-person registration will continue each working day for all 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 26

First day for regular and first session classes

#### Friday, May 29

First Session: Last day to drop first session classes without a **W** on record

#### Monday, June 1

First Session: Last day of registration and adding classes or change course status to audit. Add policy will be enforced.

#### Wednesday, June 3

Regular Session: Last day to drop regular session classes without a **W** on record

#### Monday, June 8

Regular Session: Last day of registration and adding classes or change course status to audit. Add policy will be enforced.

#### Tuesday, June 16

First Session: last day to drop first session classes with a **W** on record

#### Tuesday, June 30

First Session classes end.

#### Wednesday, July 1

First day for second session classes.

#### Friday, July 3

Independence Day holiday – no classes, offices closed

#### Monday, July 6

Grades are due from instructors for First Session classes

#### Tuesday, July 7

**Second Session:** Last day to drop second session classes without a **W** on record.

#### Wednesday, July 8

Second Session: Last day of registration and adding classes or change course status to audit. Add policy will be enforced.

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

#### Thursday, July 23

Second Session: Last day to drop second session classes with a **W** on record

#### Friday, July 24

Pioneer Day holiday – no classes, offices closed.

#### Friday, August 7

Last day of regular and second session classes.

#### Wednesday, August 12

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 2	July 8
50% up to and including	June 10	July 16
0% after	June 10	July 16

#### Credit Load Approval

In order to earn a Bachelor Degree in four years the recommended credit load per semester is 15 credits. Students may enroll in up to 18 credit hours each semester. Students with a SUU grade point average of (3.5) or higher may enroll for more than 18 credit hours. Beyond these maximum credit hour loads of 18 credit hours (16 credit hours in the summer including Maymester) written approval of the academic dean and academic advisor 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 the executive director's approval. Approval must be obtained before registering.

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

**FALL 2009 REGISTRATION CALENDAR**

- Advisement for fall should be taken advantage of while students are still on campus
- Class schedules are available on the web <http://www.suu.edu>.

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>).

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

**Advisement begins for all students**

Monday, March 2

**Registration begins for all Graduate Students.**

Monday, March 23

**Registration begins for SENIORS.**

Tuesday, March 24

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

Thursday, March 26

**Registration begins for SOPHOMORES.**

Monday, March 30

**Registration begins for ADVANCED FRESHMEN.**

Wednesday, April 1

**NEW FRESHMEN**

Beginning April 6, 2009 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. You may sign up for one of the orientation sessions on the Student Success Center webpage.

All new students are required to come to the "Welcome Week Kickoff" August 19.

Vice President for Student Services  
(435) 586-7710 <http://www.suu.edu/ss/vp/>

**Wednesday, August 19**

New Student Welcome Week – all new students are expected to attend

**Monday, August 24**

Fall Semester classes begin  
Tuition and Fees due to the Cashier's Office

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.

**Thursday, August 27**

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

**Friday, August 28**

First Session: Last day of registration and adding classes or change course status to audit. Add policy will be enforced.

**Tuesday, September 1**

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

**Friday, September 4**

Regular Session: Last day of registration and adding classes or change course status to audit. Add policy will be enforced.

**Monday, September 7**

Labor Day – no classes, offices closed

**Wednesday, September 23**

First Session: Last day to withdraw from an individual class with a **W** on the transcript. Drop policy will be enforced.

**Wednesday, October 14**

First Session ends

**Thursday, October 15**

Second Session begins  
Deadline: Submission for Graduation papers for Spring 2010

**Monday, October 19**

Harvest Holiday - no classes, offices closed.

**Wednesday, October 21**

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

**Thursday, October 22**

Second Session: Last day of registration and adding classes or change course status to audit. Add policy will be enforced.

**Friday, October 23**

Regular Session: Last day to withdraw from an individual class with a **W** on the transcript. Drop policy will be enforced.

**Wednesday-Friday, November 25-27**

Thanksgiving Recess – no classes, offices closed.

**Friday, December 4**

Final day of Fall Semester classes

**Monday, December 7**

Study day.

**Tuesday-Friday, December 8-11**

Finals.

**Monday, December 14**

New Freshman Orientation

**Wednesday, December 16**

Grades are due from instructors.

**Credit Load Approval**

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A graduate student may enroll in 12 semester hours or less without written approval. Beyond this maximum credit hour load, the academic advisor and academic dean's approval is needed. Approval must be obtained before registering.

**PAYMENT/FINANCIAL DATES**

**Friday, September 4** Late payment fee of \$35 assessed all unpaid balances. Additional late fees assessed first Friday of each month until balance is paid.

**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 24 through Sep 3	100%
September 4 through 9	70%
September 10 through 17	50%
After September 17	0%

**SPRING 2010 REGISTRATION CALENDAR**

**Advisement begins for all students.**

Thursday, October 1

**Registration begins for all Graduate Students.**

Monday, October 26

**Registration begins for SENIORS.**

Tuesday, October 27

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

Thursday, October 29

**Registration begins for SOPHOMORES.**

Monday, November 2

**Registration begins for ADVANCED FRESHMEN.**

Wednesday, November 4

**NEW FRESHMEN**

Beginning November 9, 2009 new freshmen may access the online pre-advising program prior to attending University Orientation. This program can be accessed at <http://www.suu.edu/ss/success/>. 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 dates below.

**Monday, December 14**

New Freshman Orientation

**Wednesday, December 30**

New Freshman Orientation

**Monday, January 4**

Spring Semester begins.

Tuition and Fees due to the Cashier's Office

**Thursday, January 7**

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

**Friday, January 8**

First Session: Last day of registration and adding classes or change course status to audit.

**Tuesday, January 12**

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

**Friday, January 15**

Regular Session: Last day of registration and adding classes or change course status to audit.

**Monday, January 18**

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

**Monday, February 1**

Scholarship application deadline for continuing and new students.

**Friday, February 5**

First Session: 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.

**Thursday, February 12**

Fall 2010 Graduation paperwork due to the Registrar's Office for December completion.

**Monday, February 15**

President's Day holiday – no classes, offices closed

**Friday, February 26**

First block ends.

**Monday, March 1**

Second block begins.

**Thursday, March 4**

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

**Friday, March 5**

Regular Session: Last day to withdraw from an individual class with a **W** on the transcript. Drop policy enforced.

Second Session: Last day of registration and adding classes or change course status to audit.

**Monday, March 15- Friday, March 19**

Spring Recess

**Thursday, April 1**

Second Session: Last day to withdraw from an individual class with a **W** on the transcript. Drop policy enforced.

**Friday, April 2 and Monday, April 5**

Good Friday holiday and Easter holiday

**Friday, April 23**

End of Spring Semester classes

**Monday, April 26**

Study day

**Tuesday, April 27- Friday, April 30**

Finals

**Saturday, May 1**

Commencement

**Wednesday, May 5**

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. Students may enroll in up to 18 credit hours each semester. Students with a SUU grade point average of (3.5) or higher may enroll for more than 18 credit hours. Beyond these maximum credit hour loads of 18 credit hours (16 credit hours in the summer including Maymester) written approval of the academic dean and academic advisor 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 the executive director's approval. Approval must be obtained before registering.

A graduate student may enroll in 12 semester hours or less without written approval. Beyond this maximum credit hour load, the academic advisor and academic dean's approval is needed. Approval must be obtained before registering.

**PAYMENT/FINANCIAL DATES**

**Friday, February 5**

Late payment fee of \$35 assessed all unpaid balances. Additional late fees assessed first Friday of each month until balance is paid.

**SUU Tuition Refund Policy:**

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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 4 through 11	100%
January 12 through 19	70%
January 20 through 27	50%
After January 27	0%

**Academic calendar dates for the 2010-2011 academic year can be accessed online at:**

<http://www.suu.edu/academics/calendar.html>

