

# Dixie State University Policy

---

## 502 Registration



- I. Scope
- II. Adding Classes
- III. Dropping or Withdrawing from Classes
- IV. Auditing Classes
- V. Withdrawal from the Academic Term
- VI. Schedule Confirmation and Accuracy
- VII. Administrative Drops
- VIII. Reinstatement After Administrative Withdrawal
- IX. Class Cancellation
- X. Credit Limits
- XI. Senior Citizen Registration Utah House Bill #60
- XII. Tuition, Fees, and Refunds
- XIII. Appeals

### **I. Scope**

- 1.1 The Registration schedule and all applicable deadlines will be published as part of each semester's academic calendar.
- 1.2 Registration will be available to students based on credit hours completed at the time of registration according to the following priorities:
  - 1.2.1 90 credit hours and above (Senior status)
  - 1.2.2 60 credit hours and above (Junior status)
  - 1.2.3 30 credit hours and above (Sophomore status)
  - 1.2.4 Below 30 credits (Open registration)
- 1.3 Registration for some courses may require co- or pre-requisites, specific declared major, class standing, and/or instructor or departmental advisor approval.
- 1.4 Registering for some classes may incur additional fees for labs, travel, and other expenses beyond tuition and fees.
- 1.5 All deadlines in this policy are based on the traditional fall and spring semesters. Summer, block, and other non-traditional semesters will have add,

drop, wait list, audit, payment, and withdrawal dates assessed proportionally which will be published in the semester class schedule online and/or are available at the Registrar's Office.

- 1.6 If a class section is full, students will be offered the opportunity to sign up for the wait list. Students on the wait list will be notified in order when there is an opening in a course and given an opportunity to register. The wait list will be in effect until the end of the first week of the semester, or for a shorter period in shorter terms.

## **II. Adding Classes**

- 2.1 During fall or spring semester students may add classes until the end of the first week of the semester using all methods of registration.
- 2.2 Shorter terms necessitate briefer periods to be determined by the Registrar.
- 2.3 During fall or spring semester to add a class after the first week of the semester but before 25% of the term has elapsed, a student must have an add card signed by the instructor and must submit the add card to the Registrar's Office.
- 2.4 The instructor's signature shall not override course placement restrictions. Only the appropriate department chair's signature on the add card will override placement restrictions.
- 2.5 To add a class after 25% of the term has elapsed, the student must submit an Exception to Policy Petition which will be reviewed by the Policy Exceptions Committee.
- 2.6 A fee may be assessed for adding a class after the first three days of the semester.

## **III. Dropping or Withdrawing from Classes**

- 3.1 A Student may drop any class during the first 20% of the term. No record of the student's registration will be posted on the transcript.
- 3.2 After the drop period, a student may withdraw from a class until 50% of the term has elapsed. When a student withdraws from a class, a "W" will be posted on the transcript.
- 3.3 Once a final grade has been posted, a student may not drop or withdraw from a class.
- 3.4 A fee may be required for dropping a class after the first three calendar days of

instruction or equivalent for shorter terms.

3.5 Shorter terms necessitate different deadlines to be determined by the Registrar.

#### **IV. Auditing Classes**

4.1 Audited courses are not graded but are counted in the determination of a student's full- or part-time status, and regular tuition and fees will be assessed.

4.2 Audited courses do not contribute to satisfactory progress toward a degree or for financial aid.

4.3 Because of limitations, some courses may not be open to audit students.

4.4 A request to audit must be submitted to the registrar's office before 25% of the term has elapsed. A grade of AU will be given at the completion of the semester and may not be changed to any other grade.

4.5 A fee may be required for changing a class to "audit" after the first three calendar days of instruction or equivalent for shorter terms.

4.6 Shorter terms necessitate different deadlines to be determined by the Registrar.

#### **V. Withdrawal from the Academic Term**

5.1 Students may request a complete withdrawal from all Dixie State University classes in the academic term before 80% of the term has elapsed.

5.2 If a student requests a complete withdrawal for all classes in the academic term before the official drop deadline for the term (before 20% of the term has elapsed), no record of the student's enrollment for the semester will be recorded on the transcript.

5.3 If a student requests a complete withdrawal for all classes in the academic term after the official drop deadline for the term (after 20% of the term has elapsed), a "W" will be posted on the transcript.

5.4 To request a complete withdrawal for all classes in the academic term outside of these deadlines, the student must submit an Exception to Policy Petition which will be reviewed by the Policy Exceptions Committee.

5.5 Shorter terms necessitate briefer periods to be determined by the Registrar.

#### **VI. Schedule Confirmation and Accuracy**

6.1 It is the responsibility of the student to check his/her class schedule at the time

of registration, after any adds or drops and prior to the end of the add and drop deadlines to make sure s/he is officially enrolled in classes.

## **VII. Administrative Drops**

- 7.1 All administrative drops must be completed before the end of the 3rd week of the semester.
- 7.2 Shorter terms necessitate briefer periods to be determined by the Registrar.
- 7.3 Instructors may drop a student from a class without notification for the following reasons:
  - 7.3.1 Failing to attend class on the first day of class, without receiving permission from the instructor.
  - 7.3.2 Failing to contact the instructor or complete assignments in an online class during the first week of the term.
  - 7.3.3 Failing to attend a required orientation for a class.
- 7.4 University administrators may drop students from classes without notification for the following reasons:
  - 7.4.1 Registering for courses for which they have not completed the prerequisites, including placement, or not registered in a co-requisite. Students may enroll in classes with prerequisites while they are enrolled in those prerequisite courses. Students must successfully complete required prerequisites before the first day of the semester in which they will actually take the class.
  - 7.4.2 Neglecting to pay tuition and fees for any given semester by the end of the third week of the semester. This is also referred to as a "purge".
  - 7.4.3 Registering in violation of an academic, financial, or disciplinary hold. (See 552 Student Rights & Responsibilities)

## **VIII. Reinstatement After Administrative Withdrawal**

- 8.1 All students who wish to attend class after they have been administratively dropped from those classes must re-register in compliance with registration policy and deadlines.
  - 8.1.1 Depending on the time elapsed, some students may need to petition the Policy Exceptions Committee for re-admittance.

- 8.2 Students who wish to be reinstated will pay a reinstatement fee, a late registration fee, and all outstanding tuition and fees.
- 8.3 Students must re-register for all classes in which they were enrolled at the time of the purge.
- 8.4 The University does not guarantee that a student who has been administratively dropped will receive the same classes as prior to being dropped

## **IX. Class Cancellation**

- 9.1 A Class may be canceled due to low enrollment or other unforeseen circumstances. Enrolled students will be notified of class cancellations via their DSU email account.

## **X. Credit Limits**

- 10.1 In fall or spring semester, students in good standing may register for up to 20 credits without special permission. In summer semester, the limit is 12 credits.
- 10.2 To register for 21 or more credits in fall or spring semester, or to register for 13 or more credits in summer semester, students must have a minimum cumulative GPA of 3.5 and receive the approvals of their academic advisor and the department chair.
- 10.3 A student who has not declared a major or who is enrolled in General Studies is subject to the same GPA requirement and must receive the approvals of the Director of Advisement.

## **XI. Senior Citizen Registration Utah House Bill #60**

- 11.1 Residents of the state of Utah who are 62 years of age or older can register for an unlimited number of Dixie State University credit-bearing classes for \$10 per semester with the following restrictions:
  - 11.1.1 A one-time application fee is required.
  - 11.1.2 Registration takes place on the first day of class on a space available basis.
  - 11.1.3 Classes must be taken on an audit basis.
  - 11.1.4 Participants are responsible for any course fees.
  - 11.1.5 The college reserves the right to place restrictions on which classes can

be taken under this program.

## **XII. Tuition, Fees, and Refunds**

- 12.1 All tuition and fees assessed at the time of registration are due and payable to the DSU Cashiers Office. This policy applies to early registration, new student registration, open registration, and late registration.
- 12.2 Early registration not paid for or covered by Financial Aid by the published payment deadline date shall be purged.
- 12.3 Students who default on all or any portion of their tuition and fees shall be suspended from further registration and records activity at the University until their accounts are paid in full.
- 12.4 The registration and records activity suspension shall be carried forward in perpetuity until all past-due tuition and fees are paid in full.
- 12.5 The "early registration" purge is the only purge of the semester. Following each semester's early registration period, a purge is run to clear the class schedules of students with outstanding balances exceeding a designated amount for that semester. This purge opens spots in classes for DSU students who are registering.
- 12.6 Students who do not plan to attend classes (owing less than the designated amount) must officially drop their classes. Students shall be liable for the debt they owe to the University. Suspension from further registration and records activity shall be enforced even if the student does not attend the classes in question. This procedure includes block classes.
- 12.7 The tuition refund policy is established by the Utah Board of Regents and amended by each University or university to fit its programs. Dixie State University refunds for students who withdraw from class(es) or drop classes are calculated as follows:
  - 12.7.1 Day 1 through Day 14: 100% refund or removal of tuition and some fees.
  - 12.7.2 Day 15 through day 22: 50% refund of tuition and fees.
    - 12.7.2.1 Course and lab fees are non-refundable after the first day of the semester.
- 12.8 Students who register after the 7th calendar day of the semester or have a balance due on their tuition and fees after the 7th calendar day of the semester are assessed a non-refundable late fee.

- 12.9 Shorter terms necessitate different deadlines to be determined by the Registrar.
- 12.10 Holds may be placed on the academic records and registration of students whose accounts are not current.
- 12.11 Students receiving federal student aid who withdraw, drop out, or are expelled from DSU within the first 60% of the semester may owe a refund to the appropriate federal student aid programs, according to relevant federal regulations and DSC Financial Aid policies.

### **XIII. Appeals**

- 13.1 Students wishing to appeal any portion of this policies should submit an Exception to Policy Petition to the Policy Exceptions Committee following the procedures listed in the Exceptions to Policy section of the 552 Student Rights & Responsibilities.

---

Policy Owner: Student Services, VP

#### History:

Approved 3/11/98

Revised 3/16/00

Revised 2/1/02

Revised 5/2/03

Revised 3/19/12

Revised 5/1/15