

Utah Tech University Policy

502: Registration



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I. Purpose

- 1.1 Describes all criteria and conditions under which students may register for classes at Utah Tech University (“the University”).

II. Scope

- 2.1 Applies to all students, faculty, and staff engaged in registration of credit bearing courses at the University.

III. Definitions

- 3.1 **Administrative drop:** Drop initiated by the University for non-attendance, unmet course co- or prerequisites or other requirements.
- 3.2 **Audit:** Auditing a class means registering for and attending a class without receiving credit or a grade. Full tuition and fees still apply to audited classes, and financial aid does not cover audited classes.
- 3.3 **Corequisite:** A course or other requirement that a student must take at the same time as another course or requirement.
- 3.4 **Prerequisite:** A course or other requirement that a student must have taken prior to enrolling in a specific course or program.
- 3.5 **Satisfactory progress:** Taking classes that go toward a degree and maintaining a cumulative GPA of 2.0 or better.
- 3.6 **Waitlist:** A list that a student can join and wait for open seats in a class.

IV. Policy

- 4.1 Registration

- 4.1.1 The registration schedule and all applicable deadlines will be published as part of each semester's academic calendar.
- 4.1.2 Registration will be available to students based on credit hours completed at the time of registration, according to the following priorities:
 - 4.1.2.1 90 credit hours and above (Senior status)
 - 4.1.2.2 60 credit hours and above (Junior status)
 - 4.1.2.3 30 credit hours and above (Sophomore status)
 - 4.1.2.4 Below 30 credits (Continuing Freshman)
 - 4.1.2.5 New Freshman
- 4.1.3 Registration for some courses may require co- or prerequisites, specific declared major, class standing, and/or instructor or departmental approval.
- 4.1.4 Registering for some classes may incur additional fees for labs, travel, digital resources, and other expenses beyond tuition and fees.
- 4.1.5 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 proportionately which will be published online and are available at the Registrar's Office.
- 4.1.6 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 sequentially when there is an opening in a course and given an opportunity to register. The wait list end date is listed in the Academic Calendar.

4.2 Adding Classes

- 4.2.1 During fall and spring semester students may add classes until the end of the first week of the semester using all methods of registration.
- 4.2.2 Shorter terms necessitate briefer periods to be determined by the Registrar.

- 4.2.3 During fall and 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.
- 4.2.4 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.
- 4.2.5 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.
- 4.2.6 A fee may be assessed for adding a class after the semester begins.

4.3 Dropping or Withdrawing from Classes

- 4.3.1 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.
- 4.3.2 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 their transcript.
- 4.3.3 Once a final grade has been posted, a student may not drop or withdraw from a class.
- 4.3.4 A fee may be required for dropping a class after the semester begins.
- 4.3.5 Shorter terms necessitate different deadlines to be determined by the Registrar.

4.4 Auditing Classes

- 4.4.1 Audited classes 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.
- 4.4.2 Audited classes do not contribute to satisfactory progress toward a degree or for financial aid.
- 4.4.3 Because of limitations, some classes may not be available to audit.
- 4.4.4 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.

4.4.5 A fee may be required for changing a class to "audit" after the semester begins.

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

4.5 Withdrawal from the Academic Term

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

4.5.2 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.

4.5.3 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.

4.5.4 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.

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

4.6 Schedule Confirmation and Accuracy

4.6.1 It is the responsibility of the student to check their 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 they are officially enrolled in classes.

4.7 Administrative Drops

4.7.1 All administrative drops must be completed before the end of the 3rd week of the semester.

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

4.7.3 Instructors may drop a student from a class without notification for

the following reasons:

- 4.7.3.1 Failing to attend class on the first day of class, without receiving permission from the instructor.
- 4.7.3.2 Failing to access and participate in class activities during the first week of the term.
- 4.7.3.3 Failing to attend a required orientation for a class.
- 4.7.4 University administrators may drop students from classes without notification for the following reasons:
 - 4.7.4.1 Registering for classes 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.
 - 4.7.4.2 Neglecting to pay tuition and fees for any given semester tuition deadline. This is also referred to as “dropped for non-payment.”
 - 4.7.4.3 Registering in violation of an academic, financial, or disciplinary hold. (See University Policy 553 and University Policy 555)

4.8 Reinstatement After Administrative Withdrawal

- 4.8.1 All students who wish to attend class after they have been administratively dropped from those classes must re-register in compliance with registration policies and deadlines.
 - 4.8.1.1 Depending on the time elapsed, some students may need to petition the Policy Exceptions Committee for reinstatement.
- 4.8.3 Students who wish to be reinstated may be required to pay a reinstatement fee, a late registration fee, and all outstanding tuition and fees.
- 4.8.4 The University does not guarantee that a student who has been administratively dropped will receive the same classes as prior to being dropped.

4.9 Class Cancellation

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

4.10 Credit Limits

- 4.10.1 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 13 credits.
- 4.10.2 To register for 21 or more credits in fall or spring semester, or to register for 14 or more credits in summer semester, students must have a minimum cumulative GPA of 3.5 and receive the approval of their academic advisor or their major department chair.
- 4.10.3 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 approval of the Director of First Year Advisement.

4.11 Senior Citizen Registration Utah House Bill #60

- 4.11.1 Residents of the state of Utah who are 62 years of age or older can register for an unlimited number of University credit-bearing classes for \$25 per semester with the following restrictions:
 - 4.11.1.1 A one-time application fee is required.
 - 4.11.1.2 Registration begins the day after the waitlist ends on a space available basis.
 - 4.11.1.3 Classes must be taken on an audit basis.
 - 4.11.1.4 Participants are responsible for any course fees.
 - 4.11.1.5 The University reserves the right to place restrictions on which classes can be taken under this program.

4.12 Tuition, Fees, and Refunds

- 4.12.1 All tuition and fees assessed at the time of registration are due and payable to the University Cashiers Office. This policy applies to early registration, newstudent registration, open registration, and late

registration.

- 4.12.2 Early registration not paid for or covered by financial aid by the published payment deadline date may be dropped for non-payment.
- 4.12.3 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.
- 4.12.4 The registration and records activity suspension shall be carried forward in perpetuity until all past-due tuition and fees are paid in full.
- 4.12.5 International students with extenuating circumstances may make an appeal to the Special Circumstances Committee, convened by the Vice President of Student Affairs, to allow them to register for a new semester with a past due balance on their account. Students will be required to present a plan for repayment to the Special Circumstances Committee. The Committee will review the case and make a recommendation to the Vice President of Student Affairs, or designee, for consideration to be allowed to register for courses.
- 4.12.6 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.
- 4.12.7 The tuition refund policy is established by the Utah Board of Higher Education and amended by each college or institution to fit its programs. University tuition refunds for students who withdraw from class(es) or drop classes are calculated as follows:
 - 4.12.7.1 Day 1 through Day 14: 100% refund or removal of tuition and fees.
 - 4.12.7.2 Day 15 through day 22: 50% refund of tuition and fees.
- 4.12.8 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 may be dropped for non-payment and are assessed a non-refundable late fee.
- 4.12.9 Shorter terms necessitate different deadlines to be determined by

the Registrar.

4.12.10 Holds may be placed on the academic records and registration of students whose accounts are not current.

4.12.11 Students receiving federal student aid who withdraw, drop out, or are expelled from the University within the first 60% of the semester may owe a refund to the appropriate federal student aid programs, according to relevant federal regulations and University Financial Aid policies.

4.13 Appeals

4.13.1 Students wishing to appeal any portion of this policy should submit an Exception to Policy Petition to the Policy Exceptions Committee following the procedures listed in the Exceptions to Policy section of Policy 553.

V. References

5.1 USHE Policy R514, Refunds of Tuition, Fees, and Other Student Charges

VI. Procedures – N/A

VII. Addenda – N/A

Policy Owner: Vice President of Academic Affairs and Provost

Policy Steward: Associate Provost for Academic Success

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