

## Transcript Requests

Official academic transcript requests are made online at [my.byui.edu](http://my.byui.edu). Transcripts may not be ordered by phone, e-mail, paper or fax. Transcripts can be requested by both current and former BYU–Idaho students by logging into their current or former student account. When requesting a transcript, students and former students may choose a certified electronic PDF transcript delivered within minutes of placing an order. Official electronic PDF transcripts will be provided at no cost. Students and former students may also choose a paper copy to be sent by US Postal mail or overnight delivery for a fee. Transcripts may be sent immediately, at a later date, or after grades are posted at the end of each term. Official transcripts will not be released until all BYU–Idaho debts have been paid in full. For more information, visit [www.byui.edu/transcripts](http://www.byui.edu/transcripts).

## REGISTRATION

### Class Registration

Student registration for classes is by priority according to credit level. Credits earned plus currently enrolled BYU–Idaho credits are calculated into the priority registration credit count. If one misses their designated registration time, they may still register for classes, but risk less availability of class selection. Students register for all classes offered during the semester regardless of the starting date of the class (e.g., second block classes). Students starting on the second block of a semester register at the same time as all other students.

Students will be notified of adjustments to the registration schedule and processes through official BYU–Idaho communications methods.

Students should be aware of classes with special requirements such as proper major selection, credit limit, and prerequisite course completion.

Tuition is not refunded if a student drops below a full-time credit load, unless the student completely withdraws from all classes by the established deadline.

All individuals participating in BYU–Idaho classes need to be properly admitted and enrolled to do so. No individual should be allowed to sit-in on a few classes or for an entire semester without first registering for the course—whether for credit or audit. Compliance with this process is necessary to ensure each student’s academic experience is accurately recorded and to ensure that only properly admitted and eligible students are participating in University courses and utilizing University resources.

Instructors can view all officially registered students, for credit or for audit, on the course’s class roll. Students can view their officially registered and audited courses on their Student Tab of their [my.byui.edu](http://my.byui.edu) accounts. Official registration should not be based on a student’s I-Learn account due to the ability for students to be added directly to I-Learn without official registration. Post-term credit is typically not granted to a student who participated in, but was not officially registered in, a course.

### Registration and Payment Deadlines

Students are responsible to know and adhere to the Registration and Payment deadlines for each term. The Deadlines are published in the University Catalog and on Student Records and Registration’s website: [www.byui.edu/srr](http://www.byui.edu/srr). Payments can be made either online or at the Cashier’s Office and must be received by the deadline date to avoid additional charges.

## Course Instructional Methods

BYU–Idaho courses are delivered in many ways as defined below:

- Competency (CM) - Self-paced sections offered online without the aid of an instructor; students complete the course independently by taking assessments based on their own knowledge, experience, and other provided materials.
- Directed Study (DS) - Sections supervised and directed by a faculty member, but are not face-to-face lecture sections.
- Guided Instruction (GI) - Sections comprised of a combination of instruction and direct practice of a skill.
- Hybrid (HY) - Sections having both face-to-face and online components.
- Internship (IN) - Internship sections, for both on-track and off-track students.
- Lab (LB) - Sections designed as labs, or sections with a lab component.
- Lecture (LC) - Sections taught on campus face-to-face.
- Online (OL) - Sections delivered online.
- Student Teaching (ST) - Student teaching sections.
- Tour (TR) - Sections designed for university sponsored tours (Meso-America, British Literature, etc.)

## Adding and Dropping Sections

Changes in registration can be made using the BYU–Idaho online registration system. If a student wishes to add a class that is full, he or she may contact the course instructor, and the instructor may, at the instructor’s discretion, authorize the student to add. Students are responsible for adding and dropping courses and maintaining their own class schedules. See the Academic Calendar for specific registration and academic deadlines. Students who have difficulty adding or dropping a course may contact the Student Records and Registration Office for assistance ([registration@byui.edu](mailto:registration@byui.edu) or 208-496-1025).

## Switching Sections

Switching from one section to another section of the same course must be done prior to the published add deadline (approximately 8 days after the start of the term). As an example, switching from a campus section to an online section or from one online section to another online section after the deadline is generally prohibited.

## Canceling Sections

The university makes every reasonable effort to provide an accurate class schedule for registration each semester, but reserves the right to make changes to the schedule at any time due to low enrollment, loss of an eligible instructor, or other valid university reason. Typically, sections will not be canceled after the established registration add deadline.

No notification will be made regarding a canceled section if registration has not yet opened or if no one has yet registered in the section after registration has opened. If students are registered in a section that needs to be canceled, they will be notified by the respective department via their BYU-I email account and will be provided with an alternate option, if available.

## Wait Listing

During course registration, if a section of a desired course has filled, students can add themselves—in order—to an electronic list. A waitlist allows the first student on the list to have priority registration into the course if a seat becomes available. Wait listing is offered as a convenience to faculty and students during the registration process. Adding oneself to a waitlist does not guarantee a seat in the course.

The availability of a waitlist is at the discretion of the instructor, who may choose not to offer a waitlist. Students are limited in the number of credits they may waitlist each term based on their student type:

<u>Student Type (Subprogram)</u>	<u>Waitlist Credit Limit</u>
• DAY (on-track or off-track)	12 credits
• Online (ONLN)	12 credits
• Continuing Education (CTED)	12 credits
• Non-matriculating (NONM)	9 credits
• Part-time (PART)	9 credits
• High School Concurrent Enrollment	6 credits

Students must meet the same conditions to waitlist a course that they would have to meet to register for the course. Students who have not met the course prerequisites, requirements, or other conditions, or who have holds on their account, will not be allowed to waitlist. Additionally, students must meet all registration conditions to register for a course after a waitlist authorization has been granted.

The waitlist process will not automatically add students directly into a waitlisted section. Students are responsible to add themselves to waitlisted sections if a seat becomes available. Students will be notified via their BYU–Idaho email account that they have 24 hours to add themselves to the waitlisted section. These notifications may be sent any time, day or night, including weekends and holidays. Students are responsible to closely monitor any waitlisted section to prevent missing their opportunity to add a waitlisted course.

If a student does not add the course by the 24-hour registration deadline, the student will be dropped from the waitlist, and the seat will be made available to the next student on the waitlist. Students who do not register for a waitlisted section by the registration deadline or who accidentally drop themselves from a waitlisted section will need to re-add themselves to the bottom of the waitlist. Student Records and Registration cannot re-add students to their original waitlist position.

Students may waitlist multiple sections of the same course. However, if a student waitlists a section and then registers for a different section of the same course, the student will be systematically dropped from all other waitlisted sections of that course.

### **Amount of Credits per Term**

Sixteen credit hours per semester are recommended for full-time students. Twenty-one credit hours is the maximum. Students must obtain permission from the Student Records and Registration Office to take more than 21 credits per semester or 10 credits per block. Students must demonstrate a successful academic history to qualify.

### **Class Periods**

Regular semester class periods last 60 or 90 minutes. Regular semester lab periods run either two or three hours. For every semester credit hour, two hours of preparation outside of class are required per class hour per week. For classes with labs, two or three hours of lab work per week are also required.

### **Pass/Fail Courses**

BYU–Idaho offers a limited number of pass/fail courses. Students in these classes receive no letter grade; instead, they either pass or fail depending on whether or not they have met the course criteria. All pass credits are earned but are not included in GPA calculations. Once the credits are earned, courses designated as letter grade cannot be changed to pass/fail, and courses designated as pass/fail cannot be changed to letter grade.

### **Audit Classes**

Students who audit a class are not responsible for attendance, daily preparations or examinations, and no grade is reported or recorded on the permanent academic record. An Incomplete (I) grade may not be made up by repeating the class as an audit.

Students must first register for the class for credit and then contact the Student Records and Registration Office by email at [registration@byui.edu](mailto:registration@byui.edu) to change the course to audit.

Tuition for audit classes is assessed on the same basis as for credit classes. Students may not change from credit to audit after the deadline to drop a course without earning a “W.” Students wishing to change from audit to credit after the deadline to drop a course without earning a “W” must receive instructor approval.

Registered students who drop all credit section(s) and only have audit section(s) remaining, during a term in which they are required to enroll to maintain their admission status, are considered withdrawn from the University effective the last drop date of the non-audit section(s). Students will need to re-apply through the Admissions Office for the next available semester.

Departments have the right to refuse to allow students to audit individual courses. The Department Chair must report all courses that students may not audit to the Student Records and Registration Office. Generally, students may not audit a Foundations or online section. Audit restrictions will remain in effect until they are removed by the Department Chair.

### **Instructor-Initiated Drops**

Students who do not attend the first two classes (or first evening class) or who do not participate in an online course before the end of lesson one may be dropped from the course and replaced with another student. Requests for drops must be submitted no later than the deadline to drop without receiving a “W”. In some instances, such action may jeopardize financial aid or health insurance eligibility. In such cases, BYU–Idaho assumes no responsibility. Students who have attended at least one class period are not subject to this policy. Students who have registered but have no intention of successfully completing a course should officially drop the course rather than risk receiving an “F” or “UW” by assuming the instructor will process an administrative drop.

Students who have not satisfied the minimum grade requirement for a pre-requisite of a course may be dropped from the section by the instructor or department chair.

For students in courses requiring an audition, the instructor will initiate a drop for those students not selected. These administrative drops will be processed without penalty and must be filed by the instructor with the Student Records and Registration Office no later than the last day to add or drop classes. (See Academic Deadlines.)

These administrative drops must be filed by the instructor with the Student Records and Registration Office no later than the drop deadline (last day to drop sections without receiving a “W” grade on the transcript). (See Academic Deadlines.)

Students are academically and financially responsible for all courses for which they are registered. Ultimately, it is the student’s responsibility to drop his or her own class using the online registration system. Students may contact the Student Records and Registration Office for assistance.

## Verifications

A verification is proof of enrollment. It shows the student's personal information with name and current dates of attendance. It is used for insurance purposes, loan deferments, scholarships, employers, government and legal offices, etc. Free electronic verifications of enrollment can be obtained by students at any time through the National Student Clearinghouse ([www.byui.edu/verification](http://www.byui.edu/verification)). Parents and interested third parties can obtain electronic verifications for a nominal fee at [www.studentclearinghouse.org](http://www.studentclearinghouse.org).

GPA verification requests must be submitted in writing with the student's signature due to FERPA privacy laws. Such requests can be submitted to the Student Records and Registration Office by letter, e-mail, fax, and in person. The student's name, ID number, and an address, email, or fax number where the verification is to be sent are required. Presentation of student identification at the Student Records and Registration Office is required. Social Security numbers are not listed unless requested by the student.

Verification of a student's directory information, such as dates of attendance or degrees earned, can be verbally obtained by contacting the Student Records and Registration Office.

## Degree Progress

Degree Progress is meant to encourage all degree-seeking students to make reasonable progress in planning for and completing an undergraduate degree at BYU–Idaho. New freshmen and transfer students are encouraged to develop a Graduation Plan with the Academic Advising Center upon admission to BYU–Idaho. This plan will serve as a tool in completing degree requirements and working towards graduation.

Students who fail to maintain satisfactory Degree Progress may be restricted from registration and be required to meet with their satellite advising center. Students who consistently do not make satisfactory Degree Progress may forfeit their opportunity to continue their academic careers at BYU–Idaho.

## Change of Major

Students are encouraged to select a major early in their academic program to effectively plan towards graduation. All students who desire a major change will need to get an approved grad plan which shows all remaining courses and intended schedule. Students should contact the Academic Advising center of their desired major. Students should carefully assess the impact of the major change by utilizing the Degree Audit report and conferring with their faculty mentor. Previously approved waivers and substitutions may not transfer to a newly selected major because of the individuality of the major requirements. Some major changes may be denied, based on the total number of BYU–Idaho credits.

## Earning Multiple Majors

BYU–Idaho does not allow students to declare or earn multiple majors simultaneously, even if all coursework is complete. Students may pursue an additional degree through an online program after completion of a previous degree.

## Earning an Additional Minor

Requests to declare or earn minors that are not required by a bachelor degree program are only considered if the minor can be completed within the 120 credit limit.

## Withdrawal from School and Deferments

Beginning the first day of classes, any student who drops all classes to a zero credit level, during a term in which they are required to enroll to maintain their admission status, will be considered withdrawn from the University. Dropping all classes with only audit classes remaining will also be considered withdrawn.

Students who drop all classes via the online registration system are warned of the withdrawal status implications and informed of their responsibilities. Students may contact the Student Records and Registration Office for assistance.

The withdrawal date is the date the student drops to a zero credit level, unless otherwise approved by the Student Records and Registration Office. Students may not withdraw from BYU–Idaho after the last day to withdraw from school without receiving grades earned and will have those grades recorded on their academic records. (See Academic Calendar.)

On-track students who withdraw will be considered as discontinuing their attendance at BYU–Idaho and will lose their continuing student status unless they apply for and are granted deferral status by the Admissions Office. Students who withdraw and do not receive a deferment must apply for re-admission to BYU–Idaho. Students may not withdraw from a semester in which they have already earned a grade for a course, including first block classes.

The available deferment types are as follows: Continuing Student, Missionary, and Medical. Following are the conditions to qualify for each of the deferment types.

1. Continuing Student Deferment. This deferment is for one semester only. Students must enroll in their next on-track semester following the deferred semester to maintain their admission status.
  - a. Be admitted and remain admissible as a regular day school student
  - b. Attend the most recent on-track semester prior to requesting the deferment.
  - c. Submit the "Continuing Student Enrollment Deferment Application" before the last day to withdraw completely from school and receive "W" grades and not the grades earned. For the specific semester's date, please see the Academic Calendar.
2. Missionary Deferment.
  - a. Be admitted and remain admissible as a regular day school student.
  - b. Enter the MTC during the semester immediately following the last semester of enrollment or prior to the first semester of enrollment after being admitted.
  - c. Submit the "LDS Missionary Enrollment Deferment Application" with a copy of the mission call after receiving the mission call and before entering the MTC.
  - d. Complete a full, honorable mission.
3. Medical Deferment.
  - a. Be admitted and remain admissible as a regular day school student.
  - b. Attend the on-track semesters immediately prior to and following the deferred semester.
  - c. Have a verifiable medical condition that prevents enrollment.
  - d. Submit the "Medical Enrollment Deferment Application" with a doctor's statement to the Admissions Office.

### Student Military Service

Enrolled BYU–Idaho students called into active service in the armed forces of the United States during the course of an academic term receive assistance and exceptions with regard to withdrawing from courses and receiving tuition refunds. This allowance does not apply to students ordered to active duty in another country's armed forces. Students seeking this allowance should provide a copy of their official military orders to the Student Records and Registration Office for assistance.

### Online Courses Offered to Indiana Residents

Brigham Young University–Idaho is authorized by: The Indiana Board for Proprietary Education; 101 W. Ohio St., Suite 670, Indianapolis, IN 46204-1984

### Online Courses Offered to Minnesota Residents

Brigham Young University–Idaho is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

## TRANSFER EVALUATION

### Transfer from BYU-Idaho

While BYU–Idaho does make an effort to establish articulation agreements with other colleges and universities, students who are considering transferring to another college or university should review that institution's transfer guidelines.

### Transfer to BYU-Idaho

BYU–Idaho generally accepts college level transfer credits from regionally-accredited colleges and universities. Courses from institutions that are not regionally-accredited are generally not transferable to BYU–Idaho except in circumstances where there is an articulation agreement with a specific institution and program. Generally, courses completed 10 or more years ago will be accepted as elective credit.

Only transfer courses with a grade of C- or higher are eligible for transfer consideration. Additionally, transfer credit may be used to satisfy degree requirements but will not be calculated into the BYU–Idaho GPA. Transfer courses in disciplines not offered at BYU–Idaho or considered to be out of harmony with established principles of The Church of Jesus Christ of Latter-day Saints will not be accepted by BYU–Idaho for credit consideration.

### Full Disclosure of Transfer Schools

Failure to submit official transcripts to BYU–Idaho from all institutions you have attended or are currently attending, both U.S. and international, may result in disciplinary action including dismissal from BYU–Idaho.

### Official Transcripts

BYU–Idaho considers evaluation of courses only with an official college or university transcript. Official transcripts are transcripts mailed in a sealed envelope from the institution or through a secured electronic transmission. BYU–Idaho will not evaluate transcripts submitted via any method deemed insecure by the University.

### Transfer Students with Degrees

Transfer students who have been awarded an Associate Degree (not including Applied Associate Degrees) from a regionally-accredited college or university will be viewed as having met most of the Foundations requirements for a Bachelor's Degree. However, transfer students are still responsible to meet all other graduation and university requirements, including courses that are deemed essential to the BYU–Idaho experience. Courses for students who have not completed a transfer Associate Degree will be evaluated on a course-by-course basis. Transfer Associate Degrees that do not include a broad liberal arts curriculum may be evaluated on a course-by-course basis.

### Technical or Vocational Courses

Generally, technical, vocational, or occupational courses are not transferable to BYU–Idaho except in circumstances where there is an articulation agreement with a specific institution and program.

### International Credits

Transcripts from international schools will not be evaluated until the following conditions are met:

1. The student is an accepted student at BYU–Idaho.
2. The student provides a transcript and course description of classes completed.
3. All transcripts and course descriptions must be in English. Translated versions will only be accepted when one of the following conditions are met:
  - a. The sending university provides an English translation.
  - b. The transcripts are translated by a qualified, independent third-party (not family) translator.
  - c. A private credential evaluation company is used.
4. The student's institution is recognized by its country's governing board as an accredited institution, and it is similar in nature to a college or university in the United States. Credits from institutions primarily focused on vocational and technical training are generally not transferable.

Once conditions are met, the Student Records and Registration Office will evaluate courses for equivalency at BYU–Idaho. Courses without an equivalent BYU–Idaho course are generally not transferable. All grades are changed to pass or fail grades. English classes taken outside of a United States university will not be accepted for meeting English requirements at BYU–Idaho.

### Concurrent/Dual Enrollment Programs

Students may receive credit for courses previously taken through an early college program if those courses were administered from a regionally-accredited college or university and are recorded on an official college or university transcript. Official transcripts must be sent to BYU–Idaho to be considered for transferability. Concurrent or dual enrollment courses sent on a high school transcript will not be considered for transferability.

### Advanced Placement (AP)

AP scores must be on an official Advanced Placement transcript. Scores on high school transcripts will not be accepted. Students who complete an AP exam with a score of 3 or above may receive University credit in that subject area according to the following list: \*See AP Chart immediately following.