

## 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. All properly registered students, for credit or for audit, will appear on the course’s class roll.

### 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. Waitlisting is offered as a convenience to 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.

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 recommended 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.

### Registration and Payment Deadlines

The following deadlines are important for students to keep in mind. Refer to the University Catalog and Class Schedule for specific dates for each semester. Remember that payments must be made to the Cashier’s Office by the deadline date:

1. Final Payment deadline late charge is 5% of unpaid and related charges.
2. Insurance Payment Deadline.
3. Campus Housing payments. (Refer to housing contract.)
4. Classes dropped after this day will appear on the transcript with a “W” grade.
5. Last day to drop full semester classes.
6. Last day to withdraw from school without receiving grades earned.

### 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 Academic Calendar for specific registration and academic deadlines.

### **Audit Classes**

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. Audit restrictions will remain in effect until they are removed by the Department Chair.

Students must first register for the class for credit and then contact the Student Records and Registration Office to change the course to audit. Generally, students may not audit a Foundations or online section.

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.

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

Registered students who drop all credit section(s) and only have audit section(s) remaining 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 semester. Compliance with deadlines is required, unless a deferral is obtained.

### **Instructor-Initiated Drops**

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.)

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 should 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.

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.

### **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 Discovery Center or assigned Academic Discovery Satellite 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 career at BYU-Idaho.

### **Change of Major**

Students are encouraged to select a major early in their academic program to effectively plan towards graduation. Students change majors by going to the Academic Discovery Center or through the assigned Academic Discovery Satellite Center. 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 possibly not transfer to a newly selected major because of the individuality of the major requirements.

Students with 60 or more earned credits will not be allowed to change a major without submitting a petition to the Academic Standards Committee. The petition must illustrate the ability to efficiently complete the newly selected major. An attached graduation plan indicating the remaining courses and planned schedule is required. To petition a change of major with over 60 credits earned, students should contact the Academic Discovery Satellite Center.

### **Earning Multiple Majors**

BYU-Idaho does not allow students to declare or earn multiple majors, even if all coursework is complete.

### **Earning an Additional Minor**

Requests to declare or earn minors that are not required by a bachelor degree program are typically considered only 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 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.)