



**Policy Title:** Course Registration Policy

**Policy Number:** ACA.103

**Policy Owner:** VP for Academic Affairs

**Responsible Office:** Academic Affairs

**Revision Date:** 9/5/2017

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## 1. Purpose and Scope

The course registration policy and its procedures describe the course registration process as well as add/drop guidelines, important dates, and responsibilities of both students and their advisors during the course registration periods. This policy applies exclusively to undergraduate students.

## 2. Policy

The North American University has designated periods for course registration as well as for adding and dropping courses as listed in the Academic Calendar. Students are strongly encouraged to seek advising for course registration. However, it is the students' responsibility to select and register for classes in accordance with their degree requirements, course pre-requisites, and their expected graduation date.

### Add/Drop Courses

Students may add/drop courses during the designated periods published in the academic calendar. Courses dropped on or before the last day to drop a course with a "W" do not receive a grade and are not recorded on the student's transcript. Courses dropped after then will appear as a "W" (withdrawal) on the transcript.

Students who intend to drop all courses in a semester are considered as withdrawing from the university and must fill out the official withdrawal form. Students cannot withdraw from the university after the last day to drop a course with a "W".

### Repeated Courses

A student may repeat a course taken at NAU, provided that the original grade was lower than B (< 3.00). If a student repeats a course and has two or more passing grades for that course, the official grade is the last one assigned and the CGPA is adjusted in the semester in which the course was repeated. If a student repeats a course but receives an "F" in his or her final attempt, the official grade for the course is the last passing grade. All repeated course attempts remain on the transcript.

Effective July 1, 2011, due to changes in federal regulations, a student may receive federal financial aid (Title IV Funds) for a repeated course only once if the student passes the course previously.

## 3. Procedures

### New Students

Initial registration for transfer and non-transfer students are processed by department chairs and Registrar, respectively.

1. Early registration for new students opens on the Monday after the last day of early registration for continuing students, and closes on the business day before the regular registration period.

2. Regular registration for new students opens on the first business day of the month in which classes begin and closes one week before classes begin.
3. Late registration for new students opens on Monday of the week before classes begin and closes on Friday of the same week. New students are not charged a late registration fee.

The payment deadline for new students who participate in early and regular registration is the Monday of the week before classes begin. The payment deadline for new students who participate in late registration is the Friday before classes begin. Students who do not pay their balance by the due date may be automatically dropped from all courses they registered for.

### Continuing Students

Continuing students who have no holds on their account may register for classes online. Students with advisor holds are required to meet with their advisors (freshman students meet with the Student Success Coordinator or peer mentors, while all other students meet with their academic advisors). If students have any holds on their account other than the advisor hold, they need to resolve those holds before advising and course registration.

#### Early Registration:

1. Early registration for Spring semester opens on the Monday the week before Thanksgiving and closes the day before the Thanksgiving holiday. Early registration for the Fall semester opens in the second week of April and lasts for two weeks.
2. The payment deadline for early registration is the Monday of the week before classes begin. Students who do not pay their balance by the due date may be automatically dropped from all courses they registered for.

#### Regular Registration:

1. Regular registration for the Fall and Spring semesters opens on the first business day of the month that classes begin and closes one week before classes begin.
2. Regular registration for the Summer semesters opens in the second week of April and closes one week before classes begin.
3. The payment deadline for regular registration is one week before classes begin. Students who do not pay their balance by the due date may be automatically dropped from all courses they registered for.

#### Late Registration:

1. Students who do not register during early or regular registration may register during the late registration period with a late registration fee of \$150.
2. Late registration opens on the Monday the week before classes begin and closes on the Friday of the same week.
3. Students who register late must make an immediate payment on the same day of registration. Students who do not pay their balance by 5 pm on the day they registered may be automatically dropped from all courses they registered for.

## **4. Who Should Read This Policy**

- Students
- Advisors
- Department Chairs
- Business Office

- Registrar's Office

**5. Related Documents and References**

- Academic Calendar
- Academic Catalog