5-3 REGISTRATION

I. The Registration dates are listed in the college class schedule and all applicable deadlines will be published as part of each semester’s academic calendar.

   3.1.1 Registration for Dixie State College is accomplished either electronically by a voice-response computer system that can be accessed by any touch-tone telephone or via the Internet or in person at an advisor’s office or at the College’s registration window.

   3.1.1.1 Instructions for using the electronic registration systems are outlined in the college class schedule. Each semester, currently enrolled students will be given the opportunity to register for the following semester at times announced. Students must enroll during their assigned registration period.

   A. Registration will be available to students based on credit hours completed at the time of registration according to the following priorities:

      i. 90 credit hours and above (Senior status)

      ii. 60 credit hours and above (Junior status)

      iii. 30 credit hours and above (Sophomore status)

      iv. Below 30 credits (Open registration)

   B. Registration for some courses may require co- or pre-requisites, specific declare major, class standing, and/or into upper division courses requires prior approval from the degree-granting department: instructor or departmental advisor approval. Permission to enroll in upper division courses may also be required. matriculated bachelor degree seeking students will have first priority in registration into upper division courses. Departments and the registration office will manage this process for individual students.

   C. Registering for some classes may incur additional fees for labs, travel, and other expenses beyond tuition and fees.

   D. 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, audit, payment, and withdrawal dates assessed proportionally and are published in the semester class schedule and are available at the Registrar’s Office.
3.1.3 Sophomore students, those students who will have completed 30 or more credit hours by the end of the current semester, may register early to facilitate their meeting associate degree graduation requirements.

3.1.4 Open registration follows sophomore registration. During open registration, freshman students, continuing education students, three credits or less students, and personal interest students are allowed to register.

II. Adding and Dropping Classes

A. During fall or spring semester, students may add or drop classes the first three calendar days of the term, using all methods of registration.

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

C. During fall or spring semester to add a class after the first three calendar days of instruction but before 25% of the term has elapsed, a student must also have an add card signed by the instructor and must submit the add card to the Registrar’s Office for processing.

D. The instructor's signature shall not override course placement restrictions. Only the appropriate department chair's signature or the dean's signature in the department chair's absence, on the add card will override placement restrictions.

E. 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 Exception Committee. The end of the fourth week, written permission of the Academic Appeals Committee is required. However, the practice of adding a class after the fourth week in the semester is strongly discouraged.

F. A fee may be assessed for auditing a class after the first three days of the semester.

III. Dropping or Withdrawing from Classes

A. A student may drop any individual class only during the first 20% eight weeks of the term. No record of the A grade will not appear on the transcript if a student’s registration will be posted on the transcript.

B. After the drop period, a student may withdraw from a class until 50% of the term has elapsed. During the first three weeks. When a student withdraws from a class, a “W” will be posted on the transcript. If a student drops after the third week of the term.

C. Once a final grade has been posted, a student may not drop or withdraw from a class.

D. A fee may be required for dropping a class after the first three calendar days of instruction or equivalent for shorter terms.

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

3.2.5 After the eighth week, a student may drop a class only with the written approval of the Academic Appeals Committee.

3.2.6 Students may apply for a complete withdrawal during the first twelve weeks of a term.
Petition forms to drop or add a class after the deadlines are available in the office of the chair of the Academic Appeals Committee.

3.2.7 All students are expected to attend all classes for which they are registered, unless the class is officially dropped from a student's schedule.

3.2.8 Students are responsible to assure that their class schedules are correct each semester.

IV. Auditing Classes Course Registration

A. 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.

B. Audited courses do not contribute to satisfactory progress toward a degree or for will not be credited in financial aid considerations.

C. Because of limitations, limited space and facilities, some courses may not be open to audit students.

D. A request Those who wish to audit a course must be submitted to fill out an audit card in the registrar's office before 50% 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. The deadline for submitting an audit card is the end of the eighth week of the semester.

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

5. Withdrawal from the Academic Term Dixie State College

A. Students may request a complete are permitted to withdraw completely from all Dixie State College classes in the academic term before 80% of the term has elapsed, through the twelfth week of the semester. Students will not be officially withdrawn after the twelfth week of the semester.

B. If a student requests a complete withdrawal from 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.

C. 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.

D. 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.

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

3.12.2 Complete withdrawals must originate in the Advisement and Counseling Office. The process may be accomplished either in person or by telephone.

3.12.3 Refunds will be available in accordance with the Student Tuition and Fee Payment...
VI. Schedule Confirmation and Accuracy Student "No Show" Policy

A. It is the responsibility of the student to check his/her class schedule with the Registrar's Office, an academic advisor or via the Internet or touchtone registration at the time of registration, after any and each time they add or drops and prior to the end of the class, or if they miss the first class of the semester, or miss more than two consecutive class sessions in the first three weeks of the semester. They should also recheck their schedule before the final add and drop deadlines to make sure s/he is officially enrolled in classes. If there is a discrepancy, it is the students' responsibility to notify the Registrar's Office.

3.3.2 Students may check their schedules at any time by going to the Counseling Office; Registrar's Office, Cashier's Office, or Vice President of Student Services Office, or by using web-based or the automated telephone registration system.

3.3.3 Students must notify instructors if they will be absent the first day of class. Otherwise, instructors may automatically withdraw students if they fail to attend.

VII. Administrative Drops Withdrawal

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

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

3.4.1 Refer also to Administrative Withdrawal Policy 5-44 and Student Tuition and Fee Payment Policy 5-17. Students may be administratively withdrawn from a class or from the College for the following reasons:

C. Instructors may drop a student from a class without notification for the following reasons:

i. Failing to attend class on the first day of class, without receiving special permission from the instructor, teaching faculty member.

ii. Failing to contact the instructor or complete orientation assignments in an online class during within the first week of the term. semester in self-paced computer classes. Orientation is still required after the first week of classes for a limited period.

iii. Failing to attend a required orientation for a class.

D. College administrators may drop students from classes without notification for the following reasons:

i. Registering for courses for which they have not completed the prerequisites, including placement, or not registered in a co-requisite, in which they are not properly placed. (See Academic Assessment Policy 5-6.) 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.

ii. Neglecting to pay tuition and fees for any given semester by the end of the third week
of the semester. This type of administrative withdrawal has been is also referred to previously as a "purge".

iii. Registering in violation of an academic, financial, or disciplinary hold. (See Student Code Policy 5-33) for a class without following proper procedure when a "hold" has been placed on a student's registration for unacceptable academic performance. (See Scholastic Standards Policy 5-19.)

VIII. Reinstatement Re-Registration After Administrative Withdrawal

A. All students who wish to attend class after they have been administratively dropped withdrawn from those classes must re-register in compliance with registration policy and deadlines.

i. Depending on the time elapsed, some students may need to petition appeal to the Admissions and Credits-the Policy Exceptions Committee for re-admittance. Appeal forms are located at the Advisement Office.

B. Students who wish to be reinstated will pay a reinstatement fee, a late registration fee, and all outstanding tuition and fees.

C. Students wishing to re-register after the purge (administrative withdrawal due to non-payment of monies owing) must re-register for all classes in which they were enrolled at the time of registered before the purge. Select classes may be dropped or block classes added after that point.

D. The College does not guarantee that a student who has been administratively dropped withdrawn for non-attendance or unacceptable academic performance will receive the same classes as schedules she had prior to being dropped withdrawal.

3.5.4 Students who must re-register after the first week will pay a late registration fee as well as the standard cost of tuition and fees before being allowed to re-register.

IX. Class Cancellation

A. A class may be canceled due to low enrollment or other unforeseen uncontrollable circumstances. In this case, Enrolled students will be notified of class cancellations via their DSC email account. and told that they need to register for an alternate class.

X. Credit Limits Class Load

3.6.1 Students taking 11 or fewer credits are part-time students, and students taking 12 or more credits are full-time students.

3.6.2 Students are encouraged to register for 16 credits each semester to complete 65 credits within a two-year period (summer semester not included).

A. 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.

B. however, 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 or above and receive the approvals of their academic advisor and the
department chair administratively supervising that chair of their major or the
executive director of advisement, and then permission of the College’s registrar.

C. 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 Academic
Advising.

3.6.4 Course load for summer term will be published in the class schedule.

XI. Senior Citizen Registration Utah House Bill #60

A. Residents of the state of Utah who are 62 years of age or older can register for an unlimited
number of Dixie State College credit-bearing classes for $10 per semester year, with the
following restrictions:

i. A one-time application fee is required.
ii. Registration takes place on the first day of class on a space available basis.
iii. Classes must be taken on an audit basis.
iv. Participants are responsible for any special course fees, which may be chargeable
   for the class in addition to the $10 mentioned above.
v. The college reserves the right to place restrictions on which classes can be used
   within taken under this program.

XII. Tuition, Fees, and Refunds

A. Tuition and fees are due on the first day of the semester.

B. 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.

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

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

E. Tuition and fee refund periods begin with the first day of the semester, and exclude
holidays. Students who drop classes or withdraw from DSC will receive refunds in
accordance with this schedule:

i. Day 1 through Day 21: 100% refund or removal of tuition and some fees.
   a. Course and lab fees are non-refundable after the first day of the semester.

ii. Day 22 through end of semester: 0% refund of tuition and fees.

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

F. Students receiving federal student aid who withdraw, drop out, or are expelled from DSC
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.

G. Students who are delinquent in paying tuition and fees on the 21st day of the semester will be administratively dropped ("purged") from all classes. Students wishing to be reinstated should follow procedures listed in the Administrative Drops section of this policy.

XIII. 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 the Student Rights & Responsibilities Code (Policy 5-33).

3.7 Repeat Courses: A course may be repeated when an unsatisfactory grade is received:

3.7.1 The repeated grade will be used in the calculation of the student's GPA and not the previous grade, provided the following criteria are met:

3.7.1.1 A student must register and pay tuition and fees for the semester in which the class is repeated:

3.7.1.2 Hours earned for any given course, regardless of the number of times repeated, may be counted toward graduation requirements only once:

3.7.1.3 The original grade will be annotated with a repeat code and the student's grade point average will be recalculated on the basis of the best grade received. The initial grade remains on the transcript as part of the student's permanent record:

3.7.1.4 It is the responsibility of the student to fill out a repeat card at the registrar's office upon completion of the repeated course for the GPA to be re-calculated:

3.7.1.5 The grade of a course taken at another institution cannot be used to change the GPA on the Dixie State College transcript:

3.8 Three Credits or Less

3.8.1 The "Three Credits or Less" program gives students an opportunity to take up to three credits at the institution each semester for the cost of tuition only and course-specific fees:

3.8.2 Students who are admitted into these courses must first apply for admission, pay the admission fee, and be accepted into the college:

3.8.3 Students registered for three credits or less may obtain a student I.D. card for an additional fee:

3.8.4 All residency restrictions, as stated in Policy 5-11, apply to the "Three Credits or Less" program:

3.11 Non-Traditional Courses such as short-term, block, and open entry/open exit courses:

3.11.1 During each semester, students currently enrolled in non-traditional courses will be given the opportunity to register for the following semester at times announced. Students must pay fees according to deadlines in the semester class schedule:
3.11.2 Adding and Dropping Classes: Students may add or drop classes using all methods of registration. Deadlines for adding and dropping classes are published in the semester class schedule:

3.11.3 To add a class after the first day of instruction, a student must have an add card signed by the instructor and must bring the card to the registrar’s office for processing.

3.11.4 To add a class after 25% of the class is complete is discouraged, but to do so requires special permission of the Academic Appeals Committee.

3.11.5 Students may withdraw from individual classes only during the first 75% of the course.

3.11.6 After 50% of the course is over, a student may drop a class only with the written approval of the Academic Appeals Committee.

3.11.7 Petitions for exception to Policy Forms used to drop or add a class after the specified deadline are available in the advisement office.

3.11.8 Those who wish to audit a course must fill out an audit card in the registrar’s office. A grade of AU will be given at the completion of the semester and may not be changed to any other grade. The deadline for submitting an audit card is at or before the 70% point of the course.

3.11.9 The student is expected to attend all classes for which s/he is registered, unless the class is officially dropped from the student’s schedule.

3.11.10 Students are responsible to assure that their class schedules are correct each semester.

Other revisions:

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