

Registration

Registration Office
B-130 ASB
(801) 422-2824

Who May Register?

Students are eligible to register if they are either continuing BYU students or new students who have received a letter of acceptance from the Admissions Office for the semester they wish to attend.

Continuing student status ends if a student does not complete day school classes the previous full semester (fall or winter) or if a student has graduated from BYU. Students who have lost continuing student status must be readmitted by the Admissions Office (A-153 ASB) before registration materials will be processed.

An individual who has disaffiliated from The Church of Jesus Christ of Latter-day Saints or has been excommunicated or disfellowshipped is not eligible for enrollment at Brigham Young University until he or she is once again in good standing in the Church. If a current student disaffiliates or is excommunicated or disfellowshipped from the Church, the Continuing Ecclesiastical Endorsement is always immediately withdrawn, and the student is discontinued. Every student must have a current Continuing Ecclesiastical Endorsement for continued enrollment.

The Registration Process

Complete registration instructions and deadlines are listed in the current class schedule for each semester or term. New students receive a current class schedule in the mail, and continuing students may buy one at the BYU Bookstore or the Registration Office.

Registration is based on a priority system (fall and winter semesters only) that allows students to begin registration according to their class standing or number of completed hours. Priority begins with graduate students and seniors, then juniors, sophomores, and freshmen. Non-degree-seeking graduates will be given access after continuing freshmen. Newly admitted freshmen will register together in a separate priority.

All eligible students will receive a Registration Notice via e-mail or mail for fall and winter semesters that will inform students of their beginning registration times. Following the instructions in the current class schedule, students may begin registering for fall semester in April and for winter semester in October.

Spring and summer term registration will not be based on a priority system. Schedules become available sometime in December, and eligible students can register for spring and summer terms beginning in February. Students have continuous access to the registration system. However, once school begins some classes must be added with an instructor's signature.

A Tuition Billing Statement with a listing of classes will be mailed to each student who has registered for at least one class by mid-August for fall semester, mid-December for winter semester, mid-April for spring term, or mid-June for summer term. The tuition payment deadline is September 15 for fall semester 2003, January 16, 2004, for winter semester 2004, May 4 for spring term 2004, and June 28 for summer term 2004. Beginning the first day of school, students may register for their classes by following the adding and dropping procedures outlined below.

Late Tuition Payment

Students who fail to pay by the tuition payment deadline will be assessed a late fee. For fall and winter semesters the late tuition fee is \$90. For spring and summer terms the fee is \$45 (effective after the tuition deadline).

Adding and Dropping Classes

Students may use the Web registration system to add and drop classes until the add deadline. Each academic department determines how classes are added. The add method of each class is noted in either the current class schedule or on the Web registration system with an **O** (Web registration system from five to ten days into the semester or from three to six days into the term), **S** (can only be added through the department), or **F** (Web registration system until classes start—instructor signature thereafter).

To add a class that requires a signature:

1. Obtain a change of registration (add/drop) card from the Registration Office, a college advisement center, or a department.
2. Obtain a signature of approval from the instructor or department as shown in the current class schedule.
3. Take the add card to the Registration Office during the first ten school days of a semester (first six days of a term).
4. For classes not officially added before the add deadline, petition for acceptance through the Registration Office (B-150 ASB) and pay a \$10 fee per class.

To drop a class once school begins:

1. Use the Web registration system during the add period (first 10 class days of a semester or first six days of a term). Drop cards are also accepted.
2. From the third week of classes through the fifth week (seventh through thirteenth day of a term) pay the fees at the Cashiers' Office in the ASB and return the card to the Registration Office (B-130 ASB). A *W* will appear for classes dropped during this time.
3. To drop a class after the drop deadline, petition for acceptance through the Registration Office (B-150 ASB) and pay a \$10 fee per class.

Note: A student can be registered for more than one section of an R-suffix course and therefore must drop each unwanted section.

Full-, Three-Quarter-, or Part-Time Status

A student who registers for 12 or more credit hours a semester or 6 or more credit hours a term is full-time for tuition purposes. Registration for 9 to 11.5 credit hours per semester or 4.5 to 5.5 credit hours per term is deemed three-quarter-time for tuition purposes. Registration for 0.5 to 8.5 credit hours a semester (0.5 to 4 credit hours a term) gives the student part-time status. International students and students receiving financial assistance may be required to register for more hours to be considered full-time.

Verification of Full-Time Status for Graduate Students

Graduate students (master's and doctoral students) who are enrolled for at least 2 credit hours per semester and who can be certified by their department as being engaged full-time in pursuit of their degrees can petition for graduate full-time status. Requests for such an exception should be directed to the Office of Graduate Studies.

Withdrawal from Classes

Students who choose to withdraw from (drop) a class must do so officially. Students who do not officially withdraw before the published deadline will receive a failing grade. Refer to the current class schedule for the appropriate procedure and deadlines and fees.

Auditing Classes

Students who wish to audit a class (take a course without receiving any credit for it) must add the class, listing it as an audit course, on an add/drop card within the first ten class days of a semester or the first six class days of a term. Audited classes do not appear on transcripts and do not count for verification purposes. *Students must be officially enrolled either for credit or audit to be eligible to attend class.*

Class Preparation Time

The expectation for undergraduate courses is three hours of work per week per credit hour for the average student who is appropriately prepared; much more time may be required to achieve excellence. These three hours may include one hour of lecture plus two hours of work outside class, three hours in a laboratory with little outside work, or any other combination appropriate to a particular course.

Maximum Hours per Semester/Term

An undergraduate student in good standing may register for as many as 18 credit hours in any one semester (9 per term) by following the regular registration procedure. Once school begins the college advisement center may authorize a student who has demonstrated superior academic ability to register for a maximum of 21 hours per semester (11 per term). Registering for classes through Continuing Education or auditing classes constitutes a part of the total registration. Through a petition process after the first day of school, exceptions to these rules may be granted by the university registrar (B-150 ASB).

Final Examinations

The university schedules reading and examination periods. An examination period occurs at the end of each semester and term. The examination period is preceded by reading days, which give time for conscientious review, study, and synthesis of the semester's work. The reading and the examination periods are firmly scheduled parts of the semester; students must not make plans that interfere with these important academic activities. Students may not take final examinations early. If illness or other uncontrollable circumstances prevent a student from taking an examination at the scheduled time, that student is responsible to inform the class instructor as soon as possible.

The instructor may give the grade *Incomplete* for nonacademic extenuating circumstances occurring after the nonacademic emergency (NAE) deadline. The incomplete cannot be given unless the student and instructor together prepare a contractual agreement (see Grading and Records section of this catalog for further information.) In cases where a student has conflicting examinations or more than three examinations in one day, individual arrangement for alternative test times may be made by the instructor.

Registration Holds

The university may place a hold on a student's records that will block registration privileges. The hold will be indicated on the registration system. It is the student's responsibility to contact the appropriate office to clear any holds before attempting to register for classes.

Academic standards:

Academic Support Office (801) 422-2723

Ecclesiastical endorsement:

Honor Code Office (801) 422-2847

Financial status (prior balance):

Student Accounts (801) 422-5415

Graduate school:

Office of Graduate Studies (801) 422-4091

Loans:

Collections Office (801) 422-7648

Financial Aid Office (801) 378-4104

Advisement centers (CAC holds):

Biology and Agriculture (801) 422-3042

Education (801) 422-3426

Engineering and Technology (801) 422-4325

Family, Home, and Social Sciences (801) 422-3541

Fine Arts and Communications (801) 422-3537

Health and Human Performance (801) 422-3638

Humanities (801) 422-4789

International and Area Studies (801) 422-3548

Marriott School of Management (801) 422-4285

Nursing (801) 422-4173

Physical and Mathematical Sciences (801) 422-2095

University (801) 422-3826