

# Enrollment

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## Registration

The Office of the University Registrar produces a schedule of classes and establishes dates and times for registration each semester. All students are expected to give thoughtful consideration to the selection of courses before consulting their faculty advisor. Further, individual students assume full responsibility for compliance with all academic requirements. A student is considered registered only after he or she appears properly on class lists, as indicated specifically in Banner.

## Adding and Dropping Courses

Students may drop and add courses subject to the following policies and procedures:

1. During the first 10 days of a semester, students may add and drop courses online. After that, schedule changes are made by submitting a completed schedule adjustment form to the University Registrar's office.
2. During the first five class days of a semester, a student may add a course with the approval of his or her advisor. After the fifth class day, the student must also secure the approval of the instructor in order to add a course.
3. A course dropped during the first four weeks of classes is not entered on the student's record.
4. A course dropped after the fourth week of classes, but before the Tuesday following the first Monday in November (for the Advent semester) or the Tuesday following the first Monday in April (for the Easter semester) is recorded on the student's record with a grade of W, which does not count in the grade point average. After mid-semester, when changes of this kind are generally not advisable, the signature of the associate dean of the college is also required.
5. A course dropped later than the first Monday in November (for the Advent semester) or the first Monday in April (for the Easter semester) will be recorded on the student's record with the grade of WF, which is counted as a grade of F. Exceptions may be made (with the approval of the associate dean of the college and/or the College Standards Committee) only when there is clear evidence of such compelling circumstances as serious personal illness or death in the family.
6. Students are responsible for the accuracy of their course registrations. They may check their class schedule on the web at any time through their student account. No change in registration is official until it has been submitted and accepted online or until the proper form, bearing the appropriate signatures, has been received and recorded by the University Registrar's office.

## Auditing Courses

Some students, particularly non-degree-seeking students, may wish to audit or "sit in" on a class for the sake of learning. To register for an audit, a student obtains written permission from the instructor and from the Associate Dean of the College. Auditors are expected to attend class regularly. The extent to which an auditor participates in graded exercises (e.g., submits papers, takes tests) and the extent to which an instructor grades an auditor's work are determined by mutual agreement between the instructor and the auditor. Although neither formal academic credit (semester hours) nor grade is given for auditing, the designation AU may be recorded on an official college transcript for a registered auditor whose instructor indicates that the student has met the instructor's expectations for auditing by submitting to the registrar an AU designation on a grade sheet provided at the end of the term in which the audited course occurred. The course add deadline applies for audited courses as well as for courses taken for semester hours credit. In other words, a student cannot initiate the auditing or change the status of a course being taken for credit to that of auditing after that deadline.

## Repeating Courses

Students planning to repeat a course previously completed should indicate this fact at the time of pre-registration/registration. Failure to do so can result in an inaccurate record or a change of credit hours; and may delay graduation. Though hourly credit is awarded but once, when a course is repeated both grades are shown on the permanent record card. If, and only if, the earlier grade was lower than C- will both grades be calculated into the cumulative grade point average. However, in order to achieve the 2.00 grade point average required for graduation or the average required to re-enroll, a student may elect to repeat any course where the grade earned is below C-. For the purpose of computing these averages (for internal use) only the latter grade will count even if it is a lower grade. A student with C- or above in a first (or only) taking of a course will have only that grade counted in the Sewanee grade point average.