

SCHOOL POLICY

Section Title: Academic Matters

Policy Name: Late Registration

Responsible Executive: Associate Dean for Academic and Faculty Affairs

Responsible Office: Office of the Registrar

Originally Adopted: 04/08/2013

Revisions:

I. PURPOSE

This policy outlines Late Registration procedures.

II. ACCOUNTABILITY

The Registrar's Office is responsible for implementing this policy under the general direction of the Associate Dean for Academic and Faculty Affairs.

III. APPLICABILITY

The School of Public Health expects students to plan both their academic careers and financial arrangements such that they are able to register prior to the beginning of the term and pay for all classes in accordance with University deadlines. Students who do not complete registration prior to the beginning of the term may do so during the late registration period.

A. Timeframe

Late registration is held during the first two weeks of classes.

B. Fees Assessed

A late registration fee of \$50 is assessed for registrations completed after the beginning of the term.

C. Procedures

All late registrations must be conducted through the Registrar's Office. All students must have their late registrations approved by an advisor in order to be permitted to register. In addition, students registering for any Fieldwork credits must have the approval from the campus fieldwork coordinator. Those students who plan to register for independent study must complete the Independent Study Contract form and submit it to the appropriate School campus office prior to registration.

D. Appeals Process for After Late Registration

Registration after the late registration period, or after the second week of classes, requires approval of the student's campus dean (for Certificate and Master's degree students) or the Chair of the Doctoral Committee (for doctoral students).

A student must submit an appeal to the appropriate school administrator requesting registration after the late registration period describing the extenuating circumstances supporting the appeal. A late registration appeal may be approved only in those cases with extreme mitigating circumstances. The student's financial aid and payment history will be a factor in Late Registration Appeals. A history of late payments, unpaid tuition and fee balances, registration blocks for non-payment, referrals to the Collections Office, failures to meet related procedural deadlines and/or the timeframe for reporting enrollment numbers to federal agencies will weigh against the student's appeal. The late registration fee of \$50, noted in Section III.B, is assessed.