Registration

Students must be properly admitted and fully enrolled to attend classes. Students ultimately are responsible for all course registration activity and are expected to monitor their schedule of classes and drop courses that they do not intend to complete by the published deadlines; this includes dropping individual courses or withdrawing from a semester. Dates and deadlines for advising and registration are made available in the Dates and Deadlines calendar (https://www.ndsu.edu/registrar/dates/) posted online. Students are encouraged to visit with an academic adviser before registering for classes (see Academic Advising (http://catalog.ndsu.edu/academic-policies/academic-advising/)).

Schedule of Classes: The most current and complete listing of course offerings is made available in Campus Connection (https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/?cmd=login&languageCd=ENG&), NDSU’s official student information system.

Online Registration: Campus Connection is an online web-based system that students can access from a variety of web browsers, such as Firefox and Google Chrome. Registration instructions (https://www.ndsu.edu/registrar/registration/) are posted online.

On-site Registration: On-site registration is provided for new students at the beginning of fall and spring semesters.

Summer Registration: Registration for summer session occurs during the previous fall at the same time as registration for spring semester.

For registration purposes, students are grouped into the following general categories:

- **Currently enrolled students:** Currently enrolled students or those who had registration in a prior standard semester (fall or spring) are assigned registration appointment times according to total credits earned. Registration appointments can be viewed on Campus Connection.
published dates and deadlines; this includes dropping individual courses or withdrawing from a semester. Questions related to registration should be directed to the Office of Registration and Records (https://www.ndsu.edu/registrar/).

Adding & Dropping Individual Courses

Enrollment Add Deadline

Students may add courses to their schedules via Campus Connection until the published deadline in the Dates and Deadlines calendar.

Class Permits

All students are expected to have added their courses via Campus Connection one week from the start of the semester. After the deadline to add via Campus Connection, an authorized "Class Permit" for each course to be added must be acquired from the department offering the course and submitted to the Office of Registration and Records or One Stop (https://www.ndsu.edu/onestop/). Class permits are accepted through the fourth week of a regular semester. Course additions will not be processed after the fourth week enrollment census, unless approved by the Graduate School Dean or the Registrar.

Dropping Courses

Students who register and determine they no longer wish to be enrolled are responsible to drop courses that they do not intend to complete. Student failure to drop courses by published deadlines will result in failing grades and debt owed the university based on the NDUS Financial Obligation Agreement (https://www.ndsu.edu/onestop/financial-obligation-agreement/) (FOA) that was accepted when registering for classes.

No-record drops: Students may drop a course from their schedule without it appearing on their academic record until the published No Record Drop deadline for standard and variable length courses. Refer to the Dates and Deadlines calendar for both regular session and variable session no-record drop deadlines.

Record (W) drops: Students may continue to drop courses after the no-record drop period until the published With Record Drop deadline for standard and variable length courses. However, such drops are recorded on student transcripts with 'W'. Grades of W do not count as attempted credit for grade-point averages on the academic record, but are counted in attempted credits for financial aid satisfactory academic progress (https://www.ndsu.edu/onestop/finaid/sap/) (SAP). Refer to the Dates and Deadlines calendar for both regular session and variable session with-record drop deadlines.

Administrative Drop

Instructor Drop Procedure: Instructors or departments have the option to administratively drop students who have not attended the first week (and in some cases, the first meeting) of a lecture or laboratory, or who do not meet all course pre-requisites or co-requisites. Administrative course drop requests made by instructors/departments are submitted to the Office of Registration and Records within the first week of a class meeting for processing. At no time should students rely on instructors or departments to administratively drop them from classes.

Withdrawing from all Courses in a Semester

Cancellation of Registration (before classes start)

Students who register and then decide not to attend NDSU before the semester start date must cancel their registration by submitting a Cancellation of Registration/Withdraw to Zero Credits (https://www.ndsu.edu/onestop/withdrawing-classes/?CONTEXTIDPARAMS=TEMPLATE_ID%3aPTPPNAVCOL&scname=G_NCOL_NDSU_NDUS_EFORMS&PanelCollapsible=Y&PTPPB_GROUPLET_ID=G_TILE_NDSU_NDUS_EFORMS&CRefName=G TILE_NDSU_NDUS_EFORMS) form. Forms must be submitted to NDSU One Stop. It is not possible for a student to cancel registration or to drop an only or last course online using Campus Connection; students must submit the form. Cancellations are not accepted by telephone. Cancellations completed prior to the semester start date result in a full refund and no courses appear on the academic transcript.

Withdrawal to Zero Credits (after classes have started)

Students who have registered and then wish to drop all courses after the semester start date must officially withdraw from the university by submitting a Cancellation of Registration/Withdraw to Zero Credits (https://www.ndsu.edu/onestop/withdrawing-classes/?CONTEXTIDPARAMS=TEMPLATE_ID%3aPTPPNAVCOL&scname=G_NCOL_NDSU_NDUS_EFORMS&PanelCollapsible=Y&PTPPB_GROUPLET_ID=G_TILE_NDSU_NDUS_EFORMS&CRefName=G TILE_NDSU_NDUS_EFORMS) form by the semester deadline published on the Dates and Deadlines calendar. Failure to initiate the withdrawal process will result in the grades earned in the course appearing on the academic transcript and financial obligations owed to the university. Tuition refund (https://www.ndsu.edu/onestop/effects-dropping-or-withdrawing/) information may be reviewed on the One Stop website. Steps to withdraw from all courses include the following:

1. Read and complete the Cancellation of Registration/Withdraw to Zero Credits form. Submit to NDSU One Stop.
2. Students are responsible for any unpaid bills at the time of withdrawal.
3. Withdrawal forms must be submitted by the published deadline of the semester. Withdrawals received after this date will not be processed. Students who have a documented compelling reason or circumstance which prevented them from submitting the Withdraw to Zero Credits form by the published deadline may appeal using the Missed Deadline Appeal (https://www.ndsu.edu/sites/default/files/onestop/Forms/due lineappeal.pdf) (grades not yet posted to record) or the Retroactive Withdraw Appeal (see the section below).
4. Students should not attempt to drop all of their courses, their last course, or their only course via Campus Connection.
5. Unlike refunds for individual course drops, withdrawal refunds (https://www.ndsu.edu/onestop/accounts/dropping_withdrawing/) are prorated and are based on complete withdrawals from all courses, course lengths, and withdrawal dates.

6. If a final grade for any course taken in the semester is posted to the NDSU transcript, students are not eligible to Withdraw to Zero Credits. Students may drop the remainder of courses in accordance with the published drop deadlines for the semester (see Adding/Dropping Individual Courses above). Students may view their unofficial transcript in Campus Connection.

**Retroactive Withdrawals**

Students seeking to withdraw after final grades have been posted to the academic transcript as a result of extenuating circumstances beyond their control may appeal for a retroactive withdrawal. Retroactive withdrawals appeals (https://www.ndsu.edu/sites/default/files/onestop/Forms/retroactivewithdraw.pdf) must be considered for all courses taken in one or more semesters as a result of these extenuating circumstances; selective course drops are not allowed. A student will complete the Appeal for Retroactive Withdrawal, which requires:

- the student to acknowledge understanding a series of academic statements;
- provide a detailed explanation of the extenuating circumstances that were beyond the control of the student and impacted the student’s learning during the identified semester(s), and;
- includes dated documented evidence of the circumstance which prevented the student from either disrupted learning during the semester or from withdrawing on or before the published deadline for the semester(s).

Once the appeal material is gathered, the student will submit the Appeal for Retroactive Withdrawal and all supporting documentation to the Office of Registration and Records. Appeals are reviewed and final decisions are rendered in the college of the student’s current academic major by either a designated individual or appointed committee. Decisions by the college are final.

Students must submit An Appeal for Retroactive Withdrawal prior to 3 years after the term of the last date of attendance in that semester.

**Auditing & Wait Listing Courses**

**Auditing Courses**

An auditor may attend classes only as a listener, without participation in regular class exercises. No credit is received for audited courses, and an ‘AU’ grade appears on the transcript. A student cannot fail an audit; however, an instructor may assign a ‘WAU’ (withdrawn) for non-attendance.

A student may drop a regularly registered course and add it as an audit course by submitting a Class Permit issued by the course instructor or the academic department. Once the audit registration is processed, the decision cannot be reversed.

**Audit Process:** An auditor is admitted to a class with a Class Permit issued by the course instructor or the academic department. The student will give the Class Permit to the Office of Registration and Records for enrollment processing on or before the semester deadline published in the Dates and Deadlines Calendar.

**Audit Fee:** The audit fee is one-half of the regular tuition rate, based on the student’s residency, and is included in the tuition cap. No student fees will be assessed.

**Wait Listed Classes**

NDSU utilizes a wait list feature in Campus Connection for most classes. Students attempting to register for a class that has reached its enrollment capacity may add themselves to a wait list. Wait list processes run daily until the No Record Drop deadline for a class. Students should monitor their position on a wait list and may be automatically enrolled if a seat becomes available and no holds or course restrictions prevent enrollment. Students are notified via their official NDSU email if enrolled in a class via the wait list process, but are ultimately responsible for any registration activity. Students no longer wishing to be enrolled in a wait listed class must drop it from their study list on Campus Connection. Students wishing to enroll in a class that does not utilize the wait list process should contact the academic department offering the course for enrollment options.

**Dual Career Registration**

Students are permitted to register for classes according to their classification level with the university. However, there are instances when a graduate student may need to enroll in undergraduate courses as per-requisite preparation for a graduate program of study. In addition, on a limited basis, permission may be granted for an undergraduate student to take graduate level courses.

1. Graduate students who need to enroll in undergraduate coursework must follow the procedure below that most closely matches their academic intent. Students will complete and submit the Dual Career Registration (https://www.ndsu.edu/sites/default/files/onestop/Forms/dualugcourses.pdf) form for the following situations:

   • Undergraduate coursework is a prerequisite or condition of admission to a graduate program of study. Approval is granted by the Graduate School. The student will enroll for these courses on an undergraduate academic record and billing will be at the undergraduate rate.

   • A graduate student would like to take undergraduate coursework at the same time they are enrolled in graduate courses either as a non-degree seeking student or for an undergraduate program of study. For an undergraduate program of study, the student must submit either an Undergraduate Application for Admission (https://www.ndsu.edu/admission/admission_information/application/) (if never enrolled as an undergraduate at NDSU) to the Office of Admission or an Undergraduate Reactivation Form (https://www.ndsu.edu/onestop/undergraduate-
The 12-week summer session is designed to provide instruction within various time intervals throughout the summer. Classes are offered in several sessions throughout the summer. While the time interval of the individual sessions is different than that of the standard semester (16 weeks), each course carries full credit because classes meet the same number of contact hours as in the standard fall or spring semesters. In addition, deadlines
for summer session courses are adjusted proportionately. Students are responsible for making changes to their registration according to published summer Dates and Deadlines calendar. (https://www.ndsu.edu/registrar/dates/)

Each college or department determines its summer offerings. The summer session course offerings schedule (https://www.ndsu.edu/summer/) is available online.

**Fees and Housing**

Summer tuition and fees are available online (https://www.ndsu.edu/onestop/accounts/ tuition/). Information concerning summer housing may be secured by contacting the Department of Residence Life (https://www.ndsu.edu/reslife/), Dept. 5310, P.O. Box 6050, Fargo, ND 58108, or 701-231-7557 (toll-free 1-800-572-8840).

**Graduate Work**

A considerable number of graduate courses are offered, but generally the summer serves as an important term for students to work on their research requirements, especially if field work is involved. Work on disquisitions and individual study arrangements frequently are facilitated during summers. Courses scheduled to begin at different times and for varying periods provide a high level of flexibility. Thus, those who may have only a portion of a given summer available are likely to find courses that meet their scheduling limitations. In addition, workshops, internships, and other special programs are offered. Teachers generally find the summer school designed to offer attractive selections as components of a degree program, as well as courses directed toward improvement of professional skills. Persons interested in graduate programs of study are encouraged to contact the Graduate School (https://www.ndsu.edu/gradschool/) for further information.