

# Registration

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Students must be properly admitted to attend classes. Dates and deadlines for advising and registration are made available in the NDSU Academic Dates and Deadlines Calendar (<http://www.ndsu.edu/registrar/dates>) posted online. Students should see their adviser before they register (see *Academic Advising*). Students ultimately are responsible for all course registration activity. They are expected to monitor their schedule of classes and drop courses that they do not intend to complete by the published deadlines.

**Schedule of Classes:** The most current and complete listing of classes is made available on Campus Connection, NDSU's official student information system, approximately one month prior to the start of registration for a subsequent term. A course listing (<http://www.ndsu.edu/registrar/schedule>) is also available online.

**Online Registration:** Enrolled students may register online via Campus Connection (<http://www.ndsu.edu/bisonconnection/connect>), NDSU's student information system. Registration instructions (<http://www.ndsu.edu/registrar/registration>) are posted online.

**On-site Registration:** On-site registration is provided for new students and for those who are unable to or who choose not to register online.

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

For registration purposes, students are grouped into the following three 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 may be viewed on Campus Connection.
- **Returning students:** Returning students are those who have previously attended NDSU, but who have not been in attendance for at least one full semester (fall or spring). Returning students are assigned registration appointment times according to total credits earned after the *Reactivation/Petition for Readmission* is received and processed in the Office of Registration and Records (<http://www.ndsu.edu/bulletin/offices/registrar>). Registration appointment times may be viewed on Campus Connection.
- **New students:** Detailed information regarding orientation and registration options is sent to all new students from Student Success (<http://www.ndsu.edu/studentssuccess>) Programs (<http://www.ndsu.edu/studentssuccess>). Incoming freshmen, including first year students with transfer credit, are expected to attend a new student orientation and registration session. Admitted transfer students may register on Campus Connection along with NDSU students, or may attend a transfer orientation and registration program. Transfer student registration appointment times are based on the total number of credits accepted in transfer to NDSU.

## Changes in Registration

Registration deadlines for standard fall and spring semester courses are posted in the online Dates and Deadlines (<http://www.ndsu.edu/registrar/dates>) calendar. Deadlines for variable length and summer session courses are adjusted proportionately and are also available

online. Students are responsible for making changes to their registration according to published procedures and deadlines.

## Adding Courses/Sections

Students may add courses to their schedules via Campus Connection until the published deadline to add online. After this deadline, 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 (<http://www.ndsu.edu/bulletin/offices/registrar>) or Bison Connection (<http://www.ndsu.edu/bulletin/offices/bisonconnection>).

## Dropping Courses/Sections

**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.

**Record (W) drops:** Students may continue to drop courses after the no-record drop period until the published Drop deadline for standard and variable length courses. However, such drops will be recorded on student transcripts with 'W'. These indicators do not affect grade-point averages, but are counted in attempted credits for financial aid satisfactory academic progress (<http://www.ndsu.edu/bisonconnection/finaid/sap>).

## Auditing Courses

An auditor may attend classes only as a listener, without participation in regular class exercises, and may be admitted to classes only with a class permit and official registration as an auditor. No credit is received for audited courses, and 'AU' 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 by the published deadline. Once the audit registration is processed, the decision cannot be reversed. An audit fee is one-half of the regular tuition rate, and may be included in the tuition cap.

## 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 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 options.

## Instructor's Drop Policy

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 requisites. However, students are responsible for all course registration activity and should drop courses that they do not intend to complete.

They should not rely on instructors or departments administratively dropping them. Failure to drop courses by posted deadlines may result in failing grades and debt owed the university. Administrative course drop requests by departments are submitted to and processed by the Office of Registration and Records (<http://www.ndsu.edu/bulletin/offices/registrar>).

## Cancellation of Registration

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 Form (<http://www.ndsu.edu/registrar/forms/cancel>). Forms must be submitted to Bison Connection (<http://www.ndsu.edu/bulletin/offices/bisonconnection>). Cancellations are not accepted by telephone, and it is not possible to cancel registration or to drop an only or last course online. Cancellations completed **prior to the semester start date** result in a full refund and no academic transcript.

## Withdrawal to Zero Credits

Students who have registered and then wish to drop all courses **after the semester start date** must officially withdraw from the university. Failure to initiate the withdrawal process may result in 'F' grades and financial obligations that otherwise might be avoided. Refer to the section on Financial Information (<http://www.ndsu.edu/bisonconnection/accounts/refunds/#c166637>) for prorated refund deadlines for withdrawals. Procedures to withdraw from all courses include the following:

1. Read and complete the Cancellation of Registration/Withdraw to Zero Credits Form (<http://www.ndsu.edu/registrar/forms/withdraw>).
2. Contact the Counseling Center (<http://www.ndsu.edu/counseling>) or Disability Services (<http://www.ndsu.edu/disabilityservices>) if assistance is needed in addressing academic, personal, financial, or other concerns.
3. Withdrawal forms are to be submitted to Bison Connection (<http://www.ndsu.edu/bulletin/offices/bisonconnection>) in the Memorial Union (<http://www.ndsu.edu/bulletin/buildings/union>).
4. Students are responsible for any unpaid bills at the time of withdrawal.
5. Withdrawal forms must be submitted by the published deadline of the semester (<http://www.ndsu.edu/registrar/dates>). Withdrawals after this date will not be processed without evidence of a compelling reason or circumstances beyond the student's control. Courses already completed at the time of withdrawal from a term will be withdrawn as well.
6. Students should not attempt to drop all of their courses, their last course, or their only course online.
7. Unlike refunds for individual course drops, withdrawal refunds are prorated and are based on complete withdrawals from all courses, course lengths, and withdrawal dates.

## Dual Career/Level Registration

Students are permitted to register for classes according to their classification level with the university.

1. **Graduate students who wish to enroll in undergraduate coursework must follow the procedure below that most closely matches their academic intent:**
  - If undergraduate coursework is a prerequisite or condition of admission to a graduate program of study, obtain approval from the Graduate School (<http://www.ndsu.edu/bulletin/offices/>

gradschool). This coursework will be billed at the undergraduate rate and will be recorded on an undergraduate academic record.

- If undergraduate coursework is to be applied to an undergraduate program in which the student plans to enroll concurrent with a graduate program of study, submit either an Undergraduate Application for Admission ([http://www.ndsu.edu/admission/admission\\_information/application](http://www.ndsu.edu/admission/admission_information/application)) (if never enrolled as an undergraduate at NDSU) or a Reactivation Form (<http://www.ndsu.edu/registrar/forms/reactivation>) (if previously enrolled as an undergraduate at NDSU). This coursework will appear on an undergraduate academic record and be billed at the undergraduate rate. Graduate tuition waivers may not cover undergraduate coursework.
- If undergraduate coursework is to be applied to a graduate program of study (select programs only), obtain approval from the Graduate School (<http://www.ndsu.edu/bulletin/offices/gradschool>). This coursework will appear on a graduate academic record and be billed at the graduate rate.

### 2. Undergraduate students who wish to enroll in graduate coursework must follow the procedure below that most closely matches their academic intent:

- If graduate coursework is to be applied to a graduate program of study, the student must be admitted to the Graduate School (<http://www.ndsu.edu/bulletin/offices/gradschool>). This coursework will appear on a graduate academic record and be billed at the graduate rate.
- If graduate coursework is to be applied to an undergraduate program of study (such as in substitution for a degree requirement), departmental permission is required. This coursework will appear on an undergraduate record and will be charged at the undergraduate rate. Such credit may not be applied to a graduate degree program of study at NDSU.

Dual Career Registration forms (<http://www.ndsu.edu/registrar/forms>) and instructions for ensuring that undergraduate and graduate coursework are applied to the appropriate academic career records are available online.