

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE PROGRAM**

TITLE OF POLICY: **REGISTRATION and ADD/DROP**

ORIGINAL DATE: **October 1972**

LAST REVIEWED/REVISED: **February 2006**

POLICY: Students must be admitted or readmitted to the School of Nursing before they may register to take courses.

Students are officially registered when they submit an approved Registration Form to the Registrar's Office or Student Services.

Students are expected to complete the registration procedure by the deadline dates to avoid the assessment of the late registration fee. Registration and Add/Drop periods are established by the Office of the Provost and published in the Academic Calendar and the Schedule of Classes each term.

After the start of classes, registration is permitted for new and continuing students only with the written approval of the student's advisor and the Dean or designee during the Add/Drop period for that term or session. A student who has registered in the School for any term and then been inactive for three consecutive terms (Fall, Spring, Summer) must be readmitted (See Policy #10, Readmission).

No student is permitted to register for more than 18 undergraduate credits without written permission from the Dean or designee. Such permission will be given selectively and only after review of a student's record and planned course work to determine if such an overload is academically justifiable in a specific instance.

Students have the option of dropping all classes on or before the last day of the add/drop period with no tuition assessment or grade assignment. (See Policy #310, Termination of Registration.)

All undergraduate students must have met specified School of Nursing requirements before they will be permitted to register (See Policy #20).

PROCEDURE:

1. The student will complete a Registration or Add/Drop Form, which is obtained from Student Services.

2. The Registration or Add/Drop Form must be signed by the student's advisor.
3. The student presents the approved Registration Form or Add/Drop Form to the Registrar.
4. Students who have not met the specified School of Nursing requirements will have a Hold placed on their record in ISIS, which will prevent them from registering until the requirements have been met.

Revised 98-99
Revisions Approved by Faculty 1/99
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