



Health Sciences
School of Nursing

ACADEMIC POLICIES AND PROCEDURES FOR THE UNDERGRADUATE PROGRAM

Registration and Add/Drop

Date Effective	October 1972
Date Reviewed / Revised	December 2020
Program Level	Undergraduate

POLICY:

Students must be admitted or readmitted to the School of Nursing before they may register to take courses. Students must meet with their Academic Advisor each term prior to self-registration.

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 apply for readmission to the School of Nursing. (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 370, Health Evaluations](#).)

PROCEDURE:

1. Prior to self-registration, students must meet with their Academic Advisor to confirm their curriculum plan and course schedule. Upon approval the advisor will remove the academic advisement hold and the student may self-register.
2. Prior to dropping or adding any courses, students are highly advised to meet with their academic advisor to review their curriculum plan and implications of this decision.
3. Students who have not met the specified School of Nursing requirements will have an academic hold placed on their record in PeopleSoft, which will prevent them from registering until the requirements have been met.

APPROVAL & REVISION HISTORY

Revisions Approved by TFO: 10/72, 03/78, 03/87, 05/91, 1/99, 11/08

Reviewed/Revised 96-97, 98-99, 08-09, 02-03, 02-06, 11-08, 17-18, 20-21