

# Registration

---

Students must be properly admitted and fully enrolled to attend classes. Students ultimately are responsible for all course registration activity and they are expected to monitor their schedule of classes and drop courses that they do not intend to complete by the published deadlines. Dates and deadlines for advising and registration are made available in the Academic 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://bulletin.ndsu.edu/academic-policies/undergraduate-policies/academic-planning>)).

**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 (<https://www.ndsu.edu/registrar/academics/schedule>) is also available online.

**Online Registration:** Enrolled students may register online via Campus Connection (<https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/h/?tab=GUEST>), NDSU's student information system. Registration instructions (<https://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. 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 Programs (<https://www.ndsu.edu/studentsuccess>). 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.

## 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 requisites. Administrative course drop requests made by instructors/departments should be submitted to the Office of Registration and Records within the first week of a class meeting for processing.

Students are responsible for all course registration activity and should drop courses that they do not intend to complete. Students should not rely on instructors or departments administratively dropping them. Student failure to drop courses by posted deadlines will result in failing grades and debt owed the university.

## Financial Obligation Agreement

The North Dakota University System Financial Obligation Agreement ([https://www.ndsu.edu/bisonconnection/accounts/financial\\_obligation\\_agreement\\_foa](https://www.ndsu.edu/bisonconnection/accounts/financial_obligation_agreement_foa)) (FOA) is used to verify that a student has acknowledged their financial responsibility to the University when they register for courses. Students must access, review and accept the FOA prior to registration for each term of enrollment in Campus Connection.

## Changes in Registration

Registration deadlines for standard fall and spring semester courses are posted in the online Dates and Deadlines calendar (<https://www.ndsu.edu/registrar/dates>). 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 the deadline to add online, 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 (<https://www.ndsu.edu/registrar>) or NDSU One Stop (<https://www.ndsu.edu/bisonconnection>).

## Enrollment Add Deadline

All undergraduate and graduate students are expected to have added their courses via Campus Connection one week from the start of the semester. After one week, departments/instructors must provide student(s) with a course permit to add course(s). Class permits are accepted through the

fourth week of a semester. Full semester course additions will not be processed after fourth week enrollment census, unless approved by the Graduate School Dean or the Registrar, as well as approval by the Provost's Office. Contact the Office of Registration and Records for course add deadline ([https://www.ndsu.edu/registrar/dates/course\\_add\\_deadline](https://www.ndsu.edu/registrar/dates/course_add_deadline)) information.

## 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 are recorded on student transcripts with 'W'. Grades of W do not count as attempted credit for grade-point averages, but are counted in attempted credits for financial aid satisfactory academic progress (<https://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 of one-half of the regular tuition rate, based on the student's residency, will be charged and 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 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.

## 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. Forms must be submitted to NDSU One Stop. 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. Steps to withdraw from all courses include the following:

1. Read and complete the Cancellation of Registration/Withdraw to Zero Credits Form (<https://www.ndsu.edu/registrar/forms/withdraw>). 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 after this date will not be processed without evidence of a compelling reason or circumstance beyond the student's control. Courses already completed at the time of withdrawal from a term will be withdrawn as well.
4. Students should not attempt to drop all of their courses, their last course, or their only course on Campus Connection.
5. Unlike refunds for individual course drops, withdrawal refunds ([https://www.ndsu.edu/onestop/accounts/dropping\\_withdrawing](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. Contact the Counseling Center (<https://www.ndsu.edu/counseling>) or Disability Services (<https://www.ndsu.edu/disabilityservices>) if assistance is needed in addressing academic, personal, financial, or other concerns.

## Retroactive Withdrawals

Students seeking to withdraw after final grades have been posted may appeal for a retroactive withdrawal; selective course drops are not allowed.

Appeals must include documented evidence of a circumstance beyond the student's control which prevented the student from withdrawing on or before the published deadline for the term. The formal appeal request must be submitted prior to three years after the term of the last date of attendance at NDSU.

## 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 College (<https://www.ndsu.edu/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 ([https://www.ndsu.edu/admission/admission\\_information/application](https://www.ndsu.edu/admission/admission_information/application)) (if never enrolled as an undergraduate at NDSU) or a Reactivation Form (<https://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 College. 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 College (<https://www.ndsu.edu/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 (<https://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.

## Collaborative Registration

A collaborative student is one who chooses to enroll at more than one North Dakota University System (NDUS) institution for a particular term. The institution from which the student is earning a degree is considered the "**home institution**". The institution(s) that supplies courses for a degree is considered the "**provider institution(s)**". The following guidelines pertain to courses taken collaboratively:

1. A student must be enrolled in at least one degree credit course at NDSU before enrolling in a collaborative course including the summer semester. Excluded from this requirement are students using the faculty/staff tuition waiver.
2. Only degree seeking undergraduate students in good academic standing (GPA of 2.0 or higher) are allowed to enroll collaboratively.
3. The collaborative process allows NDSU to combine credit from more than one NDUS institution for the purpose of financial aid (for courses added through the seventh business day from the start of the term).
4. Collaborative courses are not subject to the NDSU tuition cap.
5. The student pays provider campus tuition/fees for collaborative course(s). This additional amount is included in the student's accounts receivable balance at NDSU.
6. Not all scholarships/tuition waivers cover collaborative tuition and fees. Please check with your funding agency.
7. Students must be in good financial standing to be eligible for collaborative coursework registration.
8. The student cannot exceed a total of 20 credits between NDSU and the provider institution(s) without special permission from the Registrar at home and provider campuses.
9. The student must follow NDSU's academic dates and deadlines for adding/dropping collaborative courses.
10. Drop/adds must be administered by submitting an updated collaborative registration form to the home institution. NDSU students may submit the form to the Office of Registration and Records, 110 Ceres Hall.
11. Courses will be posted to the NDSU academic record as transfer credit once NDSU receives an official transcript from the provider institution. **Note:** *Grades earned in collaborative courses may be used in determining financial aid satisfactory progress.*
12. Completion of the Collaborative Student Contract and Registration Form (<https://www.ndsu.edu/registrar/forms/collaborative>) does not guarantee registration into the requested course(s). However, if the request(s) cannot be processed, the student will be notified via their NDSU e-mail address.
13. Collaborative registration is not an option for repeating courses previously taken at NDSU. If students wish to take advantage of the repeated course opportunity to improve a grade, that course must be repeated at NDSU.
14. Due to federal compliance, course repeats via collaborative registration will be prohibited to prevent significant federal financial aid impacts which could result in overpayment of federal financial aid funds.

## Summer Registration

The 12-week summer session is designed to provide coursework within various time intervals. Classes typically are offered in either the full 12-week session, a standard four-week session that begins in May, or a standard eight-week session that begins in June. There are many other short or variable length courses throughout the summer. While the time interval of the individual sessions is different than that of the standard semester, each course carries full credit because classes meet the same number of contact hours as in the standard semester. In addition, deadlines for variable length and summer session courses are adjusted proportionately. Students are responsible for making changes to their registration according to published deadlines.

Each college or department determines its summer offerings, based upon previous enrollments, programmatic needs, and special requests. Special effort is made to offer courses approved for fulfilling general education requirements. The summer session course offerings schedule ([https://www.ndsu.edu/provost/administrative\\_units/academicaffairs/summerschool/students](https://www.ndsu.edu/provost/administrative_units/academicaffairs/summerschool/students)) is available online.

## Fees and Housing

Student, course, and program fees (<http://www.ndsu.edu/bisonconnection/accounts/tuition>) are available online. 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 231-7557 (toll-free 1-800-572-8840).

## Graduate Work

A range of opportunities is available for graduate work during the summer session as evidenced by the traditionally high enrollment of graduate students. 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 College (<https://www.ndsu.edu/gradschool>) for further information.