

Bemidji State University Policies

Policy Name: Academic Registration: Add, Drop or Change of Courses	Effective Date: 9/1/2008
Policy Owner: AVP of Academic Affairs and Registrar	Last Review: 4/24/2020
	Next Review: 9/1/2022

Policy Statement

Bemidji State University registration policy states that the maintenance of a registered student's schedule is the responsibility of the student. And, if a student wishes to make changes to their schedule of registered courses by adding courses, dropping courses, withdrawing from or changing courses they must do so using e-services.

Scope and Purpose of Policy

The scope of this policy applies to all currently enrolled students registered for courses in a semester. The purpose of this policy is to provide guidelines to the above students who wish to make changes to their schedules also known as student registration.

Definitions

Registration is the enrollment for a course(s) by admitted students in a progression of study. Students must register for each semester of enrollment.

Schedule is defined as the listing of courses that a student is registered for in a semester.

Add courses or classes is defined as making change to a student's schedule by adding (registering) for an additional course.

Drop courses or classes is defined as removing a course from a student's schedule during the first five (5) days of the term.

Withdrawing from courses is defined as making a change to a student's schedule by removing a student from a registered course after the first five (5) days of the term.

Changing courses or classes is defined as changing (replacing) one course for another course on a student's schedule.

Course or class is a unit of study assigned to a curriculum with credit hours assigned.

Tuition and fees are the charges applied to a student's account. These charges are applied per credit hour for the registered courses on a student's schedule.

Procedures

The following guidelines apply unless otherwise noted in the current Class Schedule:

Schedule changes through the first five days of the semester may be made without financial obligation or appearing on the transcript. After the 5th day of the term, students may withdraw from a course at any time up to 80% of the course meetings--after this time, no course may be dropped or withdrawn from except in cases with extenuating circumstances.

Courses dropped after the fifth day of classes will be assigned a "W" grade. See the [withdrawing and dropping section on the BSU website](#) for information on course withdrawal as it pertains to the impact on grade point average, academic progress, and financial obligations. No refunds for withdrawn courses will be given after the fifth-class day of the semester unless the student is withdrawing from all courses (then see the link above). Withdrawal from classes could affect continued eligibility for financial aid and/or registration. An instructor may decide to drop a student who does not attend (log-in) the first week of a given course. Students must obtain instructor approval to register for a class after the "last day to add" date published in the semester class schedule.

In order to withdraw from or drop a course the student must log into their e-Services account, select Courses and Registration, View/Modify Schedule, check the course they would like to withdraw from/drop, enter their Star ID password, and submit.

Rationale

The rationale for this policy is to provide enrolled, registered students with the information needed to make changes to their schedules.

Supporting References

There are no supporting references