

Bemidji State University Policies

Policy Name: Academic Registration Policy	Effective Date: 9/1/2008
Policy Owner: AVP of Academic Affairs and Registrar	Last Review: 6/1/2015
	Next Review: 9/1/2018

Policy Statement

Bemidji State University policy states that registration is not complete until tuition charges and fees incurred at registration have been paid in accordance with the university procedures listed in this policy.

Scope and Purpose of Policy

The scope of this policy includes all students enrolled in any courses at Bemidji State University including on campus, online, and graduate courses. The purpose of this policy is to inform and provide a timeline to students regarding their responsibilities of registration and payment related to enrollment.

Definitions

Registrar is the university official who maintains students' records, issues reports of grades, provides notice of enrollment status, and is the gatekeeper of certain academic policies.

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

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

Credit hour is the amount of time/work associated with intended learning outcomes that can be verified with evidence of student achievement.

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

Students are expected to register for classes when the registration windows open after meeting with their academic advisor. Students must obtain instructor approval to register for a class after the "last day to add" date published in the academic calendar. Late registrants must obtain faculty's approval to register for classes. Students who have not paid any tuition charges and fees by the academic calendar published deadline will have a hold placed on their registration. Preregistered students are requested to comply with the payment deadline specified in the semester class schedule. Grades, transcripts and diplomas will not be released

for students who have outstanding financial obligations at the close of a semester or summer term.

Rationale

The rationale of this policy is to provide guidelines principles as they relate to enrollment and payment criteria for all registered students.

Supporting References

There are no supporting references.