

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: 6/1/2015
	Next Review: 9/1/2018

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 changes to their schedule of registered courses by adding courses, dropping courses 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 making a change to a student's schedule by dropping (removing) a registered course.

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. Students may withdraw (drop) from a course at any time up to twenty-five (25) days before final examinations begin (five [5] days in summer) unless otherwise noted in the current

semester class schedule--after this time, no course may be dropped except in special hardship cases. A student wishing to withdraw from a course must follow the proper procedure using the Web registration option. Courses dropped after the fifth day of classes will be assigned a "W" grade. See the [withdrawing and dropping](#) section for withdrawal from all courses. No refunds for dropped courses will be given after the fifth class day of the semester unless otherwise noted in the current Class Schedule. No course may be dropped during the last twenty-five (25) instructional days of the semester (last five [5] days of summer) except in special hardship cases. No student is added or dropped from a course until the proper procedure is followed using the Web registration option. Withdrawal from classes could affect continued eligibility for financial aid. An instructor may decide to drop a student who does not attend the first three class meetings. Students must obtain instructor approval to register for a class after the "last day to add" date published in the semester class schedule.

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