Registration

It is the responsibility of each student to follow directives published annually relating to registration, housing, billing, payment of bills, financial aid, etc. While Taylor University publishes program information and materials and assigns academic advisors, students are solely responsible for ensuring their academic programs comply with University policies. Any advice that is at variance with established policy must be verified and confirmed by the Registrar.

Course offerings *(including changes in time, day, and the assignment of instructors)* may be added to, amended, or canceled by the decision of a department or the University.

Registration deadlines, directives, and regulations are published each semester in the online academic calendar and schedule of classes available at https://www.taylor.edu/offices/registrar/registration. Contact the Office of the Registrar for additional details regarding course registration.

Advance Registration

Advance registration provides an opportunity for students in some programs to register via the registration app for courses for the upcoming semester(s). Students must meet with their program chair/director or advisor during the pre-registration advising period to receive their registration access code (RAC) information.

To ensure correct billing and certification of enrollment status for state and federal financial aid, scholarships, loan deferments, etc., students must be enrolled as full-time status by the end of each advance registration period.

Readmitted students will be required to meet with their program advisor to pre-approve their upcoming schedules. The advisor must submit the approved class schedule to the Registrar by the published deadline in order to receive priority registration.

Holds on Registration

The University uses several methods in the registration process to ensure that students are eligible to enroll in courses:

Registrar

- The Registrar may place a hold on a student's registration due to, but not limited to, academic standing, athletic eligibility, graduation progress, placement results, proficiency requirements, and repeat registration.

Student Accounts

- If a student fails to meet payment requirements by the due date, the Office of Student Accounts may place a hold on the student's records and course registration until the problem is resolved.

- The student will not be permitted to register for a subsequent term and will lose his or her priority registration position.

- It is the student's responsibility to view his or her account on both TOWER and the secure billing site to remain informed of his or her financial status.

- It is extremely important that each student communicates with the Office of Student Accounts about unresolved account balances.

Students should contact the respective office who initiated the registration hold well in advance of the advance registration period. Until the hold is removed from the student's record, he or she will not be permitted to register for a subsequent term and will lose his or her priority registration position.

Overrides

Program requirements on course restrictions are firm; however, a student may merit an exception based upon individual circumstances. Students must contact the course instructor for an override approval. Registration overrides are possible for the following restrictions:

- Academic Load *(Registrar authorization required)*
- Closed Section
- Class
- Prerequisite
- Instructor Permission
- Time Conflict *(both instructors must enter overrides for their respective courses)*

If an override exception is deemed appropriate by the instructor or program, the instructor is to enter the section override(s) in the system. Upon entering the required override, the instructor should notify and remind the student of the student's responsibility to then register for the course. *An override is an authorization to enroll in a course—not a registration request or schedule adjustment. The student is solely responsible for registering for course(s) within the registration period once an override has been entered by the instructor or requesting and confirming registration is complete. Students may be required to manually enter the CRN in order to register for the course, especially if the course is closed (full).*

Repeat Registration

Any course may be repeated at Taylor University; programs may limit the number of times a course may be repeated. All attempts in a course are reflected on the student's academic transcript; the cumulative GPA will include the most recent grade* in the repeated course, even if the new grade is lower than the original attempt. Athletes and students receiving financial aid, should inquire about eligibility for repeated courses. *Previously awarded credit hours are excluded when repeating a course.*

Grades of W (withdrawn), WP (withdrawn/passing), or AUD (audit) will not replace previously earned grades of A-F, WF (withdrawn/failing), or NC (no credit) in the GPA calculation.

Schedule Adjustments

Students are solely responsible for each course in which they register and for notifying their advisors of any schedule adjustments. Students must verify their official schedules prior to the first day of classes and the last day to drop/add courses to confirm their registration. Students are not authorized to attend classes for which they are not officially enrolled.

Courses may be added during the first week of classes (first five class days of Fall/Spring semesters); however, each class missed that week counts as an unexcused absence. After the first week of classes, no additional coursework may be added or changed. Courses may be dropped during the first five class days via the registration app, if enabled; if disabled, students must initiate registration changes through the Office of the Registrar. Specific add/drop deadlines apply to Summer, Interterm, and partial-term courses; refer to the academic calendar for the respective term.

After the first week of classes (first five class days of Fall/Spring semesters), withdrawing from a course requires submission of a course withdrawal form available from the Office of the Registrar. It is the student's responsibility to formally withdraw from courses. Discontinuance of attendance does not automatically constitute withdrawal from a course. Students failing to file proper withdrawal forms by the appropriate deadline must complete classes for which they are registered or receive an automatic grade of F. Withdrawing from courses during the second and third weeks of the semester appears on the student's transcript with a grade of withdrawn (W). Students withdrawing from a course after this period and up to one week after midterm receive either a grade of withdrawn/passing (WP) or withdrawn/failing (WF). When a student withdraws from a course later than one week beyond midterm, the grade is automatically WF. The effect of WF on the GPA carries the same weight as that of a full-term failing grade. Course withdrawals are not permitted during the week of final exams.

The official process of withdrawing from a course (after the last day to drop a class without a transcript entry) begins in the Registrar's Office; notifying instructors and advisors of intent to withdraw from a course does not automatically constitute course withdrawal. Students are solely responsible for formally withdrawing from a course. Neither failure to pay nor failure to attend will automatically remove a student from a course. Students failing to properly withdraw from a course risk owing the University all tuition and fees, repayment of financial aid, and failing grades in those courses.

Specific Registration

Specific registration forms are required for the following courses:

- Directed Research
- Field Study
- Independent Study
- Selected Topics

Registration forms are available online at https://www.taylor.edu/offices/registrar/forms. Completed forms must be pre-approved with signatures of the instructor and program chair/director *(if applicable)* before submission to the Registrar for evaluation and registration. Registration forms must be received by the registration (add/drop) deadline.