

# REGISTRATION POLICIES

(Arts and Sciences)

(Spring 2017)

Listed below are the registration policies in effect at this time. Please read them carefully and follow the instructions as indicated. If you have any questions, please contact the Registrar's Office at [registrar@clarku.edu](mailto:registrar@clarku.edu).

**Add/Drop Period:** The add/drop period begins at 9:00am on Monday, January 9 and ends at 11:59pm on Thursday, January 26. All add/drops will be done online.

**Course Level:** Undergraduate students register for courses in the 001-299 level range. Graduate students register for courses in the 300 level range.

**PERM Courses and Other Restrictions:** If you are unable to register for a particular course because of capacity, a missing prerequisite/placement score, instructor signature, or class restriction, email the instructor of the course and request online permission to enroll. Only the course instructor can give you this permission. To verify that online permission has been granted, go to the Check Your Registration Status screen of your student web account and look for "Registration Permits and Overrides." You may then register online for that course.

**Pass/Fail Grading Option (undergraduate students):** Fill out an Add/Drop form with the appropriate course information, write P/F in the Permission column, and bring the form to the Registrar's Office (939 Main Street, Room 305) by Friday, February 3. A "P" grade indicates work at the C- level or better; below C- results in an F grade. Neither the P grade nor its credit is included in the calculation of the grade point average.

**Course Withdrawals:** Specific course withdrawal dates for full semester, first module, and second module courses are indicated on the 2016-2017 interactive calendar. Course withdrawal forms may be obtained at the Registrar's Office (939 Main Street, Room 305) or online at <http://www.clarku.edu/offices/registrar/forms/course-withdrawal-form.pdf>.

**Fifth Course Approvals (undergraduate students):** To request fifth course approval, go to [www.clarku.edu/offices/aac](http://www.clarku.edu/offices/aac) and click on Petitions. Fill out the Fifth Course Request form and submit it to the Academic Advising Office at the LEEP Center. The Add/Drop Screen of your student web account will indicate if permission has been granted ("Maximum Hours" will be 5.50).

**Directed Study courses:** As noted in the Comments column on the schedule grid, please contact a faculty member to arrange for a Directed Study course. The instructor will then provide the Registrar's Office with the information necessary to enable you to enroll. You will receive an email from the Registrar's Office containing the CRN number, which you will use to register online yourself that course.

**Internships (undergraduate students):** As noted in the Comments column on the schedule grid, please contact the Career Services Office to arrange for an internship. The Registrar's Office will register you for the internship upon receipt of a Course Selection form signed by the Associate Director of Career Services.

**Variable Credit courses (graduate students):** Check the Units column on the schedule grid carefully before you register. If the Unit is listed as "Var", then you may choose the number of units you wish to register for (generally, 1 to 3 units). Refer to the Graduate Student section of the Registration Instructions for details on how to register and change the number of units if necessary.

**Course Audits (undergraduate students):** Full-time A&S undergraduate students (that is, registered for at least 3 units of credit) may register to audit one day college undergraduate-level course each fall or spring semester at no additional charge. Use an Add/Drop Form to list the CRN, the department, and the course number. Write "audit" in the Section column and obtain the faculty member's signature in the Permission column. Bring the signed form to the Registrar's Office before the end of the add/drop period. There are no credit units associated with auditing a course. The course, as well as the grade of AU, appear on the transcript. Graduate-level courses are not available for undergraduate auditing.

**Course Audits (graduate students):** Full-time resident A&S graduate students (that is, registered for at least 3 units of credit) may register to audit one A&S undergraduate or graduate level course each fall or spring semester at no additional charge. Use an Add/Drop Form to list the CRN, the department, and the course number. Write "audit" in the Section column and obtain the faculty member's signature in the Permission column. Bring the signed form to the Registrar's Office before the end of the add/drop period. There are no credit units associated with auditing a course. The course, as well as the grade of AU, appear on the transcript.

**SPS Courses:** Undergraduate students with sophomore, junior, or senior class standing may take one undergraduate SPS course (approved by the A&S college) each semester during the academic year up to a total of four courses. (Summer SPS courses are not included in this total.) Only senior undergraduate students accepted into one of the SPS five-year programs may register for courses at the graduate level. The SPS graduate office is located at Jonas Clark Hall, room 111; 508-793-7217 (phone).

**Consortium Registration (undergraduate students):** Full-time Clark undergraduate A&S students (that is, registered for at least 3 units of credit at Clark) may take one Consortium course each fall and spring semester. The Consortium website is <http://courses.heccma.org>. Under "Search By," click the down arrow to select a school. To narrow your search, enter a department name (e.g., Biology, English, etc.). Click the "Search Now" button. Once the results display, click on the "view" link for course details. Scroll down and click on "Register Here" to obtain the cross registration form. Fill it out and bring it to the Registrar's Office. Remember, "approval signature" requires the signature of the appropriate department chair. Students must abide by the calendars and policies, including grading standards, of the host institution. Late fees may be charged. Consortium registration is not available to first-year or first-semester transfer students.