REGISTRATION POLICIES

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.

Add/Drop Period: The add/drop period begins at 9:00am on Thursday, January 9 and ends at 11:59pm on Wednesday, January 22. All add/drops will be done online.

Course Level: Undergraduate students register for courses in the 100 and 200 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/No Record (undergraduate students): Fill out a Course Selection and Add/Drop form with the appropriate course information, write P/NR in the Permission column, and bring the form to the Registrar’s Office by Friday, January 31. A “P” grade indicates work at the C-level or better; below C-results in an NR grade. Courses with NR grades do not appear on official student transcripts, carry no credit, are not included in GPA calculations, and may not be counted toward graduation requirements.

Course Withdrawals: Undergraduate students may withdraw from a course between January 23 and March 28. Graduate students may withdraw from a course between January 23 and April 28. Course withdrawal forms may be obtained at the Registrar’s Office (155 Woodland Street, 2nd floor) 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 and click on Petitions. Fill out the Fifth Course Request form and submit it to Academic Advising. Check the Add/Drop Screen of your student web account to see if permission has been granted ("Maximum Hours" will be 5.50).

Directed Study and Honors courses (undergraduate students): Registration for all such courses is by permission only. If you see a Directed Study or Honors course for a particular instructor on the web schedule, ask the instructor for online permission to enroll. Use the CRN number for that course when you register online. If you do not see that course on the web schedule, enter the subject designation (ex: HIST) and the appropriate course number (Directed Study = 299; Honors = 297) on a Course Selection and Add/Drop Form and obtain the instructor’s signature. Bring the signed form to the Registrar’s Office before the end of the add/drop period.

Internships (undergraduate students): Registration for an internship is by permission only upon completion of the appropriate Internship Office materials. Using a Course Selection and Add/Drop Form, enter the subject designation (ex: HIST) and the course number 298 in the Course & No column. Leave the Section column blank. Print the faculty supervisor’s name in the Title column and obtain the
Internship Coordinator’s signature in the Permission column. Bring the signed form to the Registrar's Office before the end of the add/drop period.

**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). The most common type of such courses are Directed Study. Refer to the Graduate Student section of the Registration Instructions for details on how to register and change the number of units if necessary.

**Audits:** Full-time day college undergraduate students and full-time resident day college graduate 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 a Course Selection and 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 auditing.

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

**Consortium Registration:** Full-time Clark undergraduate day college students (that is, registered for at least 3 units of credit at Clark) may take one Consortium course each fall or spring semester. Students register for Consortium courses by using the cross-registration form, which is available at the Registrar’s Office. Note that in addition to a signature from Clark's Registrar's Office, students must also obtain a signature from either the appropriate department chair or the Dean of Academic Advising. When you have obtained all the necessary signatures, bring the completed form to the host school. 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.

Course Selection and Add/Drop Form: [http://www.clarku.edu/offices/registrar/forms/course-select-add-drop.pdf](http://www.clarku.edu/offices/registrar/forms/course-select-add-drop.pdf)