

## **REGISTRATION GUIDELINES AND POLICIES**

**(as of 8/21/19)**

Listed below are the registration guidelines and 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).

Check the Interactive Calendar at <http://www2.clarku.edu/offices/registrar/calendar/interactive-calendar.cfm> throughout the semester for important dates and deadlines (e.g., registration timeline, grading due dates).

**Holds:** Check your web account to be sure that there are no holds on your record. Go to the Check Your Registration Status screen and scroll to the bottom; click on View Holds. All holds must be released in order for you to be able to register at your appointed time.

**PIN Number:** Your primary advisor will provide you with your six-digit PIN number. Keep track of this number, as you will need to enter it EACH TIME you register online. NOTE: Pin numbers are assigned for the fall and spring semesters only.

### **PERM Courses and Other Restrictions**

If you are unable to register for a particular course, then an electronic override will need to be granted. There are two types of overrides: "Allow to Register Above Cap" (for capacity only) and "Override All but Capacity" for other types of restrictions (e.g., missing prerequisite, instructor permission, time conflict). If both conditions apply, then both types of overrides will be needed.

**A&S and GSOM students:** Please contact the course instructor to request permission to enroll. If they agree, they will grant the override. You will then be able to register for that course through your CU web account.

**SPS graduate students:** Please contact the course instructor to request permission to enroll. If the instructor agrees, they will contact the SPS Office and an override will be granted. You will then be able to register for that course through your CU web account.

**SPS undergraduate students:** Please contact your academic advisor to request permission to enroll. If they agree, an override will be granted. You will then be able to register for that course through your CU web account.

In all cases, 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." Once that message appears, you may then register yourself through your CU web account for that course.

**Directed Study courses (A&S students):** As noted in the Comments column on the schedule grid, please contact a faculty member to arrange for a Directed Study course. Once the faculty member and the student agree on the course specifics (e.g., topic, unit value, required work), the faculty member will submit the request to the Registrar's Office. Each directed study will be given a title that reflects the topic. The Registrar's Office will create the directed study course and issue the electronic override. The student will receive an email (with the faculty member copied) containing the course information necessary for online registration. You may then register for that course through your CU web account.

**Directed Research courses (GSOM students):** Please contact the instructor with whom you wish to work to develop a plan of study. Once approved, a course will be created and you will receive an email

containing the course information and CRN number so that you can register for that course through your CU web account.

**Independent Study courses (SPS students):** Please contact your advisor to develop a plan of study with an appropriate faculty member. Once approved, a course will be created and you will receive an email containing the course information and CRN number. You will then be able to register for that course through your CU web account.

**Pass/Fail Grading Option (undergraduate students):** Fill out an Add/Drop form with the appropriate information, enter "P/F" in the Action column, and bring the form to the Registrar's Office by the end of the third week of the semester. A "P" grade indicates work at the C- level or better; below C- results in an F grade. While credit is earned, a P grade is not included in the GPA calculation. You may wish to discuss choosing this option with your advisor.

**Internships (undergraduate A&S students):** As noted in the Comments column on the schedule grid, please contact the Career Services Office to arrange for an internship. Bring an Add/Drop form, signed by the Internship Coordinator, to the Registrar's Office. An internship course will be created and you will receive an email (with the faculty member copied) containing the course CRN. You may then register online yourself for that course.

**Variable Credit courses:** 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)**

**A&S students:** Full-time A&S undergraduate students (that is, registered for at least 3 units of credit) may register to audit one A&S college undergraduate-level course each fall and/or spring semester at no additional charge. This can be either one 1-unit course or two half-unit courses. Complete the Add/Drop form with the course information, enter "Audit" in the Action 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 are entered at the beginning of the semester.

**SPS students:** May audit certain SPS undergraduate courses. Contact the SPS Undergraduate Office for details. Students who audit a course pay full tuition.

#### **Course Audits (graduate students)**

Full-time resident graduate students (that is, registered for at least 3 units of credit) may register to audit one undergraduate or graduate level course each fall and/or spring semester at no additional charge. Complete the Add/Drop form with the course information, enter "Audit" in the Action 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. Course audits are entered at the beginning of the semester. Nonresident students are not eligible to audit a course.

**SPS Undergraduate courses:** Undergraduate A&S students with sophomore, junior, or senior class standing may take one SPS undergraduate course (approved by A&S) each semester during the

academic year up to a total of four courses. (Summer courses are not included in this total.) Only senior undergraduate A&S students accepted into one of the SPS five-year programs may register for courses at the graduate level. Permission from an SPS advisor is required. The SPS office is located at Jonas Clark Hall, room 111.

**Consortium Registration (undergraduate A&S students only):** 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/or spring semester. Most school schedules become available approximately April 1 (for fall semester) and November 1 (for 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, obtain the appropriate department chair's signature ("approval signature"), and then bring it to the Registrar's Office after you have registered for your Clark courses. Students must abide by the calendars and policies, including grading standards, of the host institution. Consortium registration is not available to undergraduate first-year or first-semester transfer students.

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

**Study Abroad and Study Away (undergraduate A&S students):** Students who have been accepted into a Clark approved Study Abroad or Study Away program will be registered for four units as a placeholder by the Registrar's Office based upon information provided by the Study Abroad Office. **Students must still have all holds cleared from their accounts in order to be registered.**

Keep in mind that a full course load abroad may not equal exactly four units. For more information, go to <https://www.clarku.edu/offices/studyabroad/plan/>. Click on the Plan tab, then on Academics and Credits (on the right).

**Late registration:** A late registration fee is assessed to students who make any schedule or registration-related changes to their schedules after the online add/drop deadline. Examples include adding a course, changing number of units, switching from one course lecture/lab section to another, changing sections from one professor to another, and so on.