REGISTRATION GUIDELINES AND POLICIES
(Arts and Sciences)

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.

YOU WILL REGISTER ON A FIRST-COME, FIRST-SERVE BASIS. You may begin registering online according to the schedule that appears on the Registrar's Office Courses and Schedules webpage and as determined by your "class for registration purposes" (undergraduate students). Registration dates also appear on the interactive calendar http://www2.clarku.edu/offices/registrar/calendar/interactive-calendar.cfm). Arts and Sciences courses can be viewed separately by level (undergraduate or graduate).

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 faculty 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.

PERM Courses and Other Restrictions: If you are unable to register for a particular course (e.g., missing prerequisite/placement score, instructor signature required, time conflict, etc.), email the instructor of the course and request online permission to enroll. Only the course instructor can give you this permission. *If the course is at capacity, please request the instructor to grant you an "Allow to Register Above Cap" override. For other restrictions, request that the instructor grant an "Override All but Capacity" override. If both conditions apply, the instructor will need to grant both types of overrides*. 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.

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. 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. Online permission information is viewable on the Check Your Registration Status screen of your web account. Once you see that permission has been granted, you will be able to register online yourself for that course.

Pass/Fail Grading Option (undergraduate students): Fill out an Add/Drop form with the appropriate information, enter "P/F" in the Permission 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.

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 underidgraduate-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 are entered at the beginning of the semester.

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 and/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. Course audits are entered at the beginning of the semester.

SED Courses: Undergraduate A&S students with sophomore, junior, or senior class standing may take one undergraduate SED course (approved by A&S) each semester during the academic year up to a total of four courses. (Summer SED 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. 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 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.

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 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).

Study Abroad and Study Away: Undergraduate students who have been accepted into a Clark approved Study Abroad or Study Away program will be registered by the Registrar's Office based upon information provided by the Study Abroad Office. However, **students must still have all holds cleared from their accounts in order to be registered.**