

7. CREDIT HOURS: number of semester hours credit given for a course - usually 2, 3, or 4.
8. TOTAL CREDIT HOURS: indicate the number of hours enrolled for the semester.
9. Sign and date registration Form at the bottom.
10. Bring the completed registration form to Rehn 121 to obtain the necessary signature(s) and for final processing.

Completion of the Registration Process

1. Prior to registering, access SalukiNet for information on registration eligibility. Process your registration using the SalukiNet Web Registration System at any computer terminal including those available in Rehn 121.
2. If at the time of the advisement/registration appointment it is discovered that a stop on your registration from Admissions, Records, Bursar, Morris Library, Parking, Housing, Health Service, or some other area exists, it will be your responsibility to go to that office to resolve the problem before you can complete registration.
3. If prepayment of tuition and fees is needed, you must go to the Bursar's Office in Woody Hall to make the prepayment; then return to Rehn 121.
4. If a course you would like to register for is closed, a closed class card may be obtained and signed by the appropriate instructor and/or department Chair. Closed class card information can be obtained from the reception desk in Rehn 121. Signed forms must be returned to Rehn 121 in order for overrides to be placed in the system. Once the override is in place, the student should be able to add the course.
5. After the registration process is complete, check the schedule for accuracy.

DISTANCE LEARNING THROUGH THE DIVISION OF CONTINUING EDUCATION

I. Individualized Learning Program: Students selecting courses offered in this manner must have an academic advisor's approval, and are responsible for observing drop deadlines. No current semester additions of ILP sections may be made after the twelfth week of the semester. ILP drop deadlines follow timelines for on-campus sections.

II. Online Semester Based: These courses also require academic advisor approval and must be completed within the semester of registration. These courses follow the same calendar as on-campus courses.

REGISTRATION CHANGES

A registration change must be processed when a course is added to or dropped from your registered schedule, or a section of a course in which you are enrolled has changed. This change can be processed in Rehn 121 using a registration form or through Web Registration as available. See registration calendar. Before seeing your advisor or processing the change, check for time conflicts and prerequisite compliance in the revised schedule.

WITHDRAWAL FROM SCHOOL OR REDUCTION OF HOURS AND FINANCIAL AID

If withdrawing from the University (0 hours), contact Transitional Programs, Woody Hall A, room 102, 453-7041. If you receive financial aid and choose to withdraw from school or reduce your credit load, check with the Financial Aid Office at 453-4334 for implications to current and future financial aid. If you are required to maintain full-time enrollment for any other reason, contact the appropriate office for authorization (i.e., International Students and Scholars, athletics).

EMERGENCY ABSENCES FROM CLASS

If class must be missed due to illness, accident, death in the family or other verifiable emergency, contact Transitional Programs at 453-7041 to have faculty notified. This notification does not constitute an excused absence. **It is your personal responsibility to contact faculty concerning missed work.**