

# Course Registration

The following includes general policy information regarding registration for courses in the university's fully online programs. Students should also familiarize themselves with the Repeat of Courses Policy and Full-time Status requirements. Additional registration information and steps can be found by visiting Registration Information.

New online students attending their first semester of online courses are generally registered for courses by College of Professional Studies Student Services as a part of the enrollment process. These students are expected to register themselves for courses after the first semester of enrollment, although assistance with registration is always available through students' assigned online academic advisors.

Undergraduate students may not register for more than 15 credit hours per semester. Graduate students may not register for more than 12 credit hours per semester. Once accepted into a graduate program, students may not register for courses at the undergraduate level to satisfy graduate foundation requirements.

For programs where 8-week course session options exist, students may not register for more than two 8-week session courses in each of the two 8-week sessions in a 16-week semester (Session I and Session II). For example, a student may register for two 8-week courses in Session I (first 8-week session) and two 8-week courses in Session II (second 8-week session) of a semester but could not register for three 8-week courses in Session I and one 8-week session in Session II in a semester. Additionally, students should register for all courses, including first and second 8-week session offerings, before the semester begins. Planning and registering courses early minimizes the risks of losing part or all of financial aid eligibility.

Furthermore, international students selecting 8-week course session options must register for a first 8-week session and a second 8-week session before the start of the semester so they can be registered into the Student and Exchange Visitor Program database (SEVIS). Failure to register for both the first and second 8-week session will result in their I-20 being terminated for failure to enroll.

To ensure that online courses are offered as scheduled, it is important that all online students register promptly after the date registration becomes available for the upcoming semester (see Course Registration Start Dates). Waiting to register until the last minute before a semester starts may cause the cancellation of some courses that students need due to inadequate enrollment in the courses. Please register early to ensure online courses run as scheduled.

Staying on-track and maintaining a graduation date is important, especially to help avoid incurring unnecessary financial debt. Not planning appropriately or withdrawing from any course (especially a prerequisite requirement) could result in extra time at the university, which results in additional charges and payments and potentially more student loans that students will need to repay.

Additionally, taking classes that don't meet degree requirements can/will cause graduation delays. Financial aid cannot be used to pay for classes that do not count toward degree requirements (i.e., an "unused" course). In the event students remain registered for an unused course during the semester, their net tuition expense could be higher, resulting in a balance on their invoice.

Note: Students who have met the degree requirements for their program of study but continue to enroll in courses in a subsequent semester will automatically be enrolled as extension students in the subsequent semester and will be ineligible for financial aid.

## Internship

See Internship Programs for information regarding internship registration.