

# Registration

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Registration for the next semester takes place in the middle of each semester. Students may not enroll earlier than the posted registration dates, but they may register later. Refer to the academic calendar (<http://www.minotstateu.edu/records/index.shtml/>) published each semester through the Registrar's Office for specific registration dates. The schedule of classes is available in Campus Connection one semester prior to registration.

Students register online via Campus Connection. Registration through Campus Connection enables the student to enroll in courses after the posted registration dates or anytime thereafter; however, students are encouraged to meet with their advisors prior to registering for courses. Video instructions for using Campus Connection registration are available on our how to page (<https://www.minotstateu.edu/records/index.shtml/>). First-year students (freshmen) and transfer students will be introduced to registration processes during orientation activities.

## Adding Courses or Changing Sections

Students may make routine enrollment adjustments to their courses via Campus Connection.

Requests for adding closed, restricted, or overload credits must be processed through the Registrar's Office. Students must obtain approval from the course instructor before changes can be processed.

Classes may be added through the seventh day of a regular (16-week) session in fall/spring semester. Students may add classes through the fourth day of a standard summer semester or eight-week course.

Students may not add courses after the deadline unless very unusual circumstances exist. In such cases, they must obtain the approval of the instructor and the chair overseeing the course.

## Waitlisting for Courses

A waitlist allows a student to indicate interest and wait for an opening in a course that is presently full. For courses with the waitlist option, students will be asked to check "Ok to Waitlist" during the enrollment process in Campus Connection. The course will appear on the study list as "waiting" which indicates the potential for enrollment, not actual enrollment.

If a seat becomes available in the class, the first eligible student on the waitlist will be automatically enrolled in the course. An email notification will be sent to the student's Minot State University email account stating the course has been added to the student's schedule. Students are responsible for monitoring their study list and complying with all add/drop policies once enrolled. Students who no longer want to wait for an opening in a course must drop themselves from the waitlist through Campus Connection.

The last day to add to a waitlist is the fourth calendar day of a regular (16-week) session in the fall/spring semester and the first calendar day for a term one or term two session (8-week). A student may be moved from the waitlist to enrolled status through the 10th calendar day of a regular (16-week) session in fall/spring semester and the fourth calendar day of an 8-week term one or term two session.

A student will be dropped from multiple waitlists if they are on the waitlist for multiple sections of the same course and are successfully enrolled in one of the sections. A student will not be added to a course off a waitlist if they are already enrolled in an available section of the same course. A registration action eForm cannot be used to be added to a waitlist.

## Dropping Courses

Students are able to drop courses online according to specific published deadlines. All but the last course can be dropped via Campus Connection. (See Withdrawal from the University (p. 3) for procedures on withdrawing from all courses.)

For a standard 16-week semester, the last day to drop a course without a record is the 10th calendar day in the fall term and the 11th calendar day in the spring term. The last day to drop courses or withdraw from the institution is the last business day of the 12th week of the term. Add, drop, and withdrawal dates for summer terms or other sessions not 16-weeks in length shall be proportionate to the standard 16-week term. Students who drop after the no record drop period will receive a grade of W on their transcript.

## Late Course Drops

Students who fail to drop a course by the official drop date may apply for "late course drop" due to extenuating circumstances. Late course drops must be approved by the instructor and are subject to departmental policy. The instructor's and department chair's approval must be obtained and submitted to the Registrar's Office for processing. A late course drop must be processed by the Registrar's Office no later than 4:30 p.m. Central Standard Time on the last business day before finals.

## Developmental Course Requirements

Developmental courses are required as prerequisites to help students build the knowledge and skills to succeed in higher-level English and Mathematics courses. Developmental courses do not count as credit toward graduation and do not impact student GPAs. Students in developmental courses must earn a “C” or higher in order to take the next level course. Developmental courses qualify for financial aid.

NDUS Procedure 413.1.2 (<https://ndus.edu/sbhe-overview/ndus-procedures/400-heading-procedures/>) outlines the course placement requirements for English (ENGL 110) and entry-level, first-semester, degree-seeking Mathematics courses. If a student's placement test scores are below the level listed, they can choose to take the Next Generation ACCUPLACER Placement exam. If a student does not have an ACT/SAT score, they are required to take this exam for placement.

Students may have the opportunity to take the Next Generation ACCUPLACER exam when they attend New Student Orientation. However, if a student would like to take the exam in advance, they may schedule an appointment by contacting the Minot State Testing Center at 701-858-3990 or visit the Accuplacer Placement Exam website (<https://www.minotstateu.edu/advising/accuplacer-info.shtml/>). Contact the Registrar's Office with any questions.

## Class Attendance

Instructors are required to report course enrollment. After the seventh day of a regular (16-week) session in fall or spring and the fourth day of a summer or eight-week session, instructors are required to report students who have never attended any class sessions or completed an academic-related activity in their online course(s). If such absence is reported by the instructor, the Registrar's Office will administratively drop or withdraw the student. As a result, a “W” will be recorded on the student's official transcript, and the course(s) will be subject to published refund policies. The Registrar's Office will notify the student of the changes in their enrollment status. If the student would like to re-enroll in the course(s), they must obtain approval of the instructor and chair overseeing the course by submitting a registration action form.

Students are expected to attend all class sessions of any course for which they are registered. Prior to an instructor reporting course enrollment, instructors may cancel a student who is registered for a course but fails to attend any of the first three hours of class meeting time during the first 10 instructional days. This rule allows for early identification of class vacancies to permit other students to add closed classes. Students who know they will be absent from any class should contact the instructor in advance.

However, lack of attendance does NOT guarantee automatic cancellation for students. Each student is held accountable for those courses selected at the time of registration. Only a drop properly processed in Campus Connection will assure the student that a class has been dropped from their schedule of classes. Failure to officially drop a class or withdraw from the University will result in failing marks on the student's record.

A student who does not complete assigned academic work because of absence from class is responsible for making up that work in accordance with instructions provided by the faculty member teaching the course. Faculty may establish attendance standards and will determine whether a student will be permitted to make up work missed as a result of absence(s).

Minot State University has a commitment to students who represent the University in official capacities. University-sanctioned activities include events that are required or encouraged by a class, program, club, or athletic team. When a student has a scheduled absence due to a University-sanctioned activity, it is the student's responsibility to communicate with the faculty member prior to their absence. Faculty members should have a procedure for student absences in each syllabus that details the method and advance time for students to communicate their absence. If a student notifies the professor in accordance with the faculty member's policy, students should be allowed to complete class work. If a student does not communicate with the faculty member in advance of the absence, it is up to the faculty member's discretion whether to allow the student to complete the work. If disputes arise with this policy within the semester, students should contact in progressive order, the faculty member, department chair, Assistant Vice President of Academic Affairs, and Vice President of Academic Affairs.

Faculty members who schedule co-curricular activities conflicting with a student's other scheduled class sessions will be responsible for giving students as much advance notice as possible. The student will be expected to inform their other instructors and arrange for whatever makeup work, including examinations, may be required. If a satisfactory arrangement cannot be made, the student may appeal to the department chair of the course in which they are enrolled.

As a courtesy to students and faculty, the Vice President for Student Affairs contacts faculty on behalf of the student for the following emergencies only if the student will be absent from classes for more than one week:

- Hospitalization
- Death in the family
- Jury duty
- Military duties
- Family illness

Please Note: Notifying the Vice President for Student Affairs or faculty members through the University Communications Office DOES NOT constitute an excused absence. It is up to the discretion of the professor whether or not students will be excused from class or allowed to make up any missed work. Faculty members requiring an excuse to make up missed work must obtain it directly from the student.

## Withdrawal from the University

Students who find it necessary to withdraw from all courses during a semester must complete a Cancellation/Withdraw to Zero form in Campus Connection. The last day to withdraw is the last business day of the 12th week of instruction in a fall or spring semester and the end of the sixth week of instruction in a summer semester or eight-week session. The day the form is submitted is the date recorded on the transcript. More information is available on the withdrawal procedures page (<https://www.minotstateu.edu/finaid/withdrawl.shtml/>).

## Late Withdrawals

Students who fail to withdraw from all courses by the official withdrawal date may be eligible for late withdrawal. The request for withdrawal must be for reasons beyond the student's control, including but not limited to the following: death of an immediate family member, extended illness, or hospitalization of the student. Late withdrawals are processed by completing the Cancellation/withdrawal to Zero in Campus Connection. Third-party documentation is required when requesting a late withdrawal. Documentation may be a letter from the student's physician, an obituary notice or other documentation that verifies the student's special circumstance. The student will receive "Ws" for the semester. A late withdrawal must be processed by the Registrar's Office no later than 4:30 p.m. Central Standard Time on the last business day before finals. The day the form is submitted is the date recorded on the transcript.

Students who leave the University without completing the official withdrawal procedure will receive failing grades (F's) in all classes and will be disqualified from receiving financial aid.