

# Registration

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It is the responsibility of each student to follow directives published annually relating to registration, housing, billing, payment of bills, financial aid, etc. While Taylor University publishes program information and materials and assigns academic advisors, students are solely responsible for ensuring their academic programs comply with University policies. Any advice that is at variance with established policy must be verified and confirmed by the Registrar.

Course offerings (*including changes in time, day, and the assignment of instructors*) may be added to, amended, or canceled by the decision of a department or the University.

Registration deadlines, directives, and regulations are published each semester in the online academic calendar and schedule of classes available at <http://public.taylor.edu/academics/registrar/registration.shtml>. Contact the Office of the Registrar for additional details regarding course registration.

## Advance Registration

Advance registration provides an opportunity for degree-seeking students to register via the registration app for courses for the upcoming semester(s). Registration priority is determined by cumulative earned credit hours with priority given to students with the most hours. Students who fail to register during their assigned advance registration period will lose their priority position during the registration process.

To ensure correct billing and certification of enrollment status for state and federal financial aid, scholarships, loan deferments, NAIA athletic eligibility, etc., students must be enrolled for at least 12 credit hours by the end of each advance registration period.

Readmitted students will be contacted by the Registrar's Office regarding registration procedures and will be required to meet with their academic advisors to pre-approve their upcoming schedules. The advisor must submit the approved class schedule to the Registrar by the published deadline in order to receive priority registration.

Guest students are not eligible for advance priority registration.

## Audit Registration

Audit registration requires the approvals of the academic advisor and instructor and is subject to the following guidelines:

- Courses taken for audit receive no academic credit or grade.
- The audit option must be declared during the first week of classes (*first five class days of Fall or Spring semester classes*).
- Students must attend at least 50 percent of the class meetings as verified by the instructor in order for the course to appear on the academic transcript.
- At the discretion of the instructor, students may be required to complete course assignments, projects, etc., in order to participate in a course taken for audit credit.
- Audit registration occurs after all students requesting credit for the course have been given priority registration.
- Some courses are not available for audit registration such as private music lessons, music ensembles, laboratory courses, experiential education (*e.g., practicum, internship, and field and travel studies*), studio art courses, physical education courses, off-campus program courses, and distance education courses (*e.g., Blackboard, online, independent study, and correspondence*).
- Language courses required for the BA degree may not be taken for audit credit.
- Audit hours will be charged if the student's registration is under 12 hours or exceeds 17 hours for the enrollment term.
- Courses taken for audit do not count toward determining part-time or full-time status for enrollment status.
- Students must not register for the audit course. Upon approval, the Office of the Registrar will add the course to the student's schedule after the end of the advance registration period.
- The "Audit Registration" form must be pre-approved by the academic advisor and instructor before submission to the Registrar.

Registration forms for audit courses are available online at <http://public.taylor.edu/academics/registrar/forms.shtml>.

## Holds on Registration

The University uses several methods in the registration process to ensure that students are eligible to enroll in courses:

### Bursar

- If a student fails to meet payment requirements by the due date, the Bursar may place a hold on the student's records and course registration until the problem is resolved.
- The student will not be permitted to register for a subsequent term and will lose his or her priority registration position. *Graduating seniors are not exempt from registration holds.*
- It is the student's responsibility to view his or her account on both TOWER and the secure billing site to remain informed of his or her financial status.
- It is extremely important that each student communicates with the Bursar about unresolved account balances.

## Health Center

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- If a student fails to submit complete health forms, immunization records, certification of physical examination, etc., the Office of Student Development may place a hold on the student's records and course registration until the issue is resolved.
- The student will not be permitted to register for a subsequent term and will lose his or her priority registration position.
- The Health Center or Office of Student Development should send the student notification of such a hold prior to the advance registration period.

## Registrar

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- The Registrar may place a hold on a student's registration due to, but not limited to, academic standing, athletic eligibility, graduation progress, placement results, proficiency requirements, and repeat registration.

Students should contact the respective office who initiated the registration hold well in advance of the advance registration period. Until the hold is removed from the student's record, he or she will not be permitted to register for a subsequent term and will lose his or her priority registration position.

## Music Lesson Registration

All students—music majors, minors, and those taking lessons to meet the foundational core participation in the arts—are encouraged to register for private music lessons via the registration app during the advance registration period. Lesson days/times will be arranged using class schedules during the first week of the semester. Students will receive email notifications of their lesson days/times and instructor assignments. No changes of schedule for music lessons will be permitted after the end of the second week of the semester.

Contact the music coordinators (Dr. Patricia Robertson—Voice; Dr. Leon Harshenin—Piano (Keyboard); Lisa Royal—Instrumental) for additional assistance with private music lessons.

## Non-Music Majors

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Non-music majors may register for a ½-hour lesson (1 credit hour) via the registration app during the advance registration period. Lessons are designed for non-music majors for personal enrichment and development of musical talent and to meet the foundational core participation in the arts requirement. Private instruction content will be determined by contract with instructors at the beginning of the semester.

MUS 105B	Applied Lesson—Brass	Credit Hours: 1 (lower division) Lesson: ½ hour
MUS 105G	Applied Lesson—Guitar	
MUS 105K	Applied Lesson—Piano (Keyboard)	
MUS 105N	Applied Lesson—Organ	
MUS 105P	Applied Lesson—Percussion	
MUS 105S	Applied Lesson—Strings	
MUS 105V	Applied Lesson—Voice	
MUS 105W	Applied Lesson—Woodwind	

## Music Majors and Minors

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Music majors and minors may register for ½-hour or 1-hour lessons (1-4 credit hours) via the registration app during the advance registration period. Lessons are designed for music majors and minors learning practice methods, building good performance technique, acquiring sufficient repertoire, gaining a broad knowledge of literature and composers, and achieving performance skills.

Music *minors* will need to contact the respective music coordinators (Dr. Patricia Robertson—Voice; Dr. Leon Harshenin—Piano (Keyboard); Lisa Royal—Instrumental) for 'MAJOR' overrides in order to register online. Overrides do not automatically enroll students in their private lessons/courses; overrides are electronic approvals permitting students to register online.

MUS 100B	Applied Lesson—Brass	Credit Hours: 1 (lower division) Lesson: ½ or 1 hour
MUS 100G	Applied Lesson—Guitar	
MUS 100K	Applied Lesson—Piano (Keyboard)	
MUS 100N	Applied Lesson—Organ	
MUS 100P	Applied Lesson—Percussion	
MUS 100S	Applied Lesson—Strings	
MUS 100V	Applied Lesson—Voice	
MUS 100W	Applied Lesson—Woodwind	

MUS 200B	Applied Lesson—Brass	Credit Hours: 2 (lower division)  Lesson: 1 hour
MUS 200G	Applied Lesson—Guitar	
MUS 200K	Applied Lesson—Piano (Keyboard)	
MUS 200N	Applied Lesson—Organ	
MUS 200P	Applied Lesson—Percussion	
MUS 200S	Applied Lesson—Strings	
MUS 200V	Applied Lesson—Voice	
MUS 200W	Applied Lesson—Woodwind	

MUS 300B	Applied Lesson—Brass	Credit Hours: 1 (upper division)  Lesson: 1 hour
MUS 300G	Applied Lesson—Guitar	
MUS 300K	Applied Lesson—Piano (Keyboard)	
MUS 300N	Applied Lesson—Organ	
MUS 300P	Applied Lesson—Percussion	
MUS 300S	Applied Lesson—Strings	
MUS 300V	Applied Lesson—Voice	
MUS 300W	Applied Lesson—Woodwind	

MUS 400B	Applied Lesson—Brass	Credit Hours: 2-4 (upper division)  Lesson: 1 hour
MUS 400G	Applied Lesson—Guitar	
MUS 400K	Applied Lesson—Piano (Keyboard)	
MUS 400N	Applied Lesson—Organ	
MUS 400P	Applied Lesson—Percussion	
MUS 400S	Applied Lesson—Strings	
MUS 400V	Applied Lesson—Voice	
MUS 400W	Applied Lesson—Woodwind	

### Overrides

Departmental requirements on course restrictions are firm; however, a student may merit an exception based upon individual circumstances. Students must contact the course instructor for an override approval. Registration overrides are possible for the following restrictions:

- Academic Load (*Registrar authorization required*)
- Closed Section
- Class
- Major/Minor
- Prerequisite, *including Test Score*
- Instructor Permission
- Time Conflict (*both instructors must enter overrides for their respective courses*)

If an override exception is deemed appropriate by the instructor or department, the instructor is to enter the section override(s) in the system. Upon entering the required override, the instructor should notify and remind the student of the student's responsibility to then register for the course. *An override is an authorization to enroll in a course—not a registration request or schedule adjustment. The student is solely responsible for registering for course(s) within the registration period once an override has been entered by the instructor. Students may be required to manually enter the CRN in order to register for the course, especially if the course is closed (full).*

### Pass/Fail Registration

The pass/fail option requires the approvals of the academic advisor and instructor and is subject to the following guidelines:

- A pass grade represents work completed at C- or above.
- The pass/fail option is open only to second-term sophomores or above with a minimum 2.30 GPA.
- No course needed for teacher certification may be taken pass/fail.
- No course in the major, minor, or concentration field (*excluding courses available only as pass/fail*), and no foundational core course may be taken pass/fail until all requirements in those areas are met.
- Language courses required for the BA degree are not eligible for the pass/fail option.
- The pass/fail option must be officially declared no later than the first week of classes (*first five class days of Fall or Spring semester classes*).
- Pass/fail courses do not affect the cumulative GPA if passed; however, they do affect the GPA if failed.
- Pass/fail courses are limited to one course per term (*excluding courses available only as pass/fail*).
- Pass/fail courses are limited to a total of 13 hours (*excluding courses available only as pass/fail*).
- The student is responsible for registering for the course. Upon approval, the Office of the Registrar will change the grade mode from normal to pass/fail.
- The "Pass/Fail Registration" form must be pre-approved by the academic advisor and instructor before submission to the Registrar.

Registration forms for pass/fail courses are available online at <http://public.taylor.edu/academics/registrar/forms.shtml>.

## Pre-Registration Advising

Students must meet with their academic advisors during the pre-registration advising period to receive their registration PIN. A student with double majors in different disciplines should be advised by both the primary and secondary advisors; the academic advisor for the primary major should provide the PIN. Registration time tickets will be emailed to students prior to the advisement period.

While Taylor University publishes program information and materials and assigns academic advisors, students are solely responsible for ensuring that their academic programs comply with the policies of the University. Any advice that is at variance with established policy must be verified and confirmed by the Registrar.

## Repeat Registration

Any course may be repeated at Taylor University. All attempts in a course are reflected on the student's academic transcript; the cumulative GPA will include the most recent grade\* in the repeated course, even if the new grade is lower than the original attempt. Athletes and students receiving financial aid, should inquire about eligibility for repeated courses.

\*Grades of W (withdrawn), WP (withdrawn/passing), or AUD (audit) will not replace previously earned grades of A-F, WF (withdrawn/failing), or NC (no credit) in the GPA calculation. Previously awarded credit hours are excluded when repeating a course.

## Specific Registration

Specific registration forms are required for the following courses:

- Audit
- Departmental Honors
- Directed Research
- Field Study
- Independent Study
- Internship
- Pass/Fail
- Practicum
- Selected Topics
- TU Online
- Tutorial

Registration forms are available online at <http://public.taylor.edu/academics/registrar/forms.shtml>. Completed forms must be pre-approved with signatures of the instructor, academic advisor, and major and course department chairs (if applicable) before submission to the Registrar for evaluation and registration. Registration forms must be received by the registration (add/drop) deadline.

## Schedule Adjustments

Students are solely responsible for each course in which they register and for notifying their advisors of any schedule adjustments. Students must verify their official schedules prior to the first day of classes and the last day to drop/add courses to confirm their registration. Students are not authorized to attend classes for which they are not officially enrolled.

Courses may be added during the first week of classes (first five class days of Fall/Spring semesters); however, each class missed that week counts as an unexcused absence. After the first week of classes, no additional coursework may be added or changed. Courses may be dropped during the first five class days via the registration app, if enabled; if disabled, students must initiate registration changes through the Office of the Registrar. Specific add/drop deadlines apply to Summer, Interterm, and partial-term courses; refer to the academic calendar for the respective term.

After the first week of classes (first five class days of Fall/Spring semesters), withdrawing from a course requires submission of a course withdrawal form available from the Office of the Registrar. It is the student's responsibility to formally withdraw from courses. Discontinuance of attendance does not automatically constitute withdrawal from a course. Students failing to file proper withdrawal forms by the appropriate deadline must complete classes for which they are registered or receive an automatic grade of F. Withdrawing from courses during the second and third weeks of the semester appears on the student's transcript with a grade of withdrawn (W). Students withdrawing from a course after this period and up to one week after midterm receive either a grade of withdrawn/passing (WVP) or withdrawn/failing (WVF). When a student withdraws from a course later than one week beyond midterm, the grade is automatically WF. The effect of WF on the GPA carries the same weight as that of a full-term failing grade. Course withdrawals are not permitted during the week of final exams.

The official process of withdrawing from a course (after the last day to drop a class without a transcript entry) begins in the Registrar's Office; notifying instructors and advisors of intent to withdraw from a course does not automatically constitute course withdrawal. Students are solely responsible for formally withdrawing from a course. Neither failure to pay nor failure to attend will automatically remove a student from a course. Students failing to properly withdraw from a course risk owing the University all tuition and fees, repayment of financial aid, and failing grades in those courses.

### Drop from Full- to Part-Time Hours

A full refund will be given to students dropping from full-time to part-time by the last date to drop a class without a transcript entry. There is no refund for dropped hours after this date as outlined in the academic calendar. Contact the Office of Student Accounts for further details on refund policies.

### Drop of Overload/Audit Hours

After the last day to drop a class without a transcript entry, students registered for 18 hours or more will not have the amount of their fees reduced if they withdraw from a course (including private lessons, ensembles, and audit). Students are solely responsible for adhering to the registration deadlines outlined in the academic calendar, registration procedures, and catalog. Contact the Office of Student Accounts for further details on refund policies.