

# Registration and Enrollment

## Policies and Procedures

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Students are urged to read the following general regulations carefully. Failure to be familiar with this section does not excuse a student from the obligation to comply with all described regulations.

Although every effort has been made to insure the accuracy of the catalog, students are advised that the information contained in it is subject to change. They should, therefore, consult the appropriate Department Chair for current information.

### Student Registration

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Registration is the means by which a person officially becomes a student at the University.

Registration for continuing students takes place on an on-going basis during the semester.

Registration for new students takes place following testing, advising activities, and orientation.

#### Undergraduate Student Classification

The total number of units completed determines the class standing of a student.

Freshman	0-29 units completed
Sophomore	30-59 units completed
Junior	60-89 units completed
Senior	90+ units completed

### Academic Standing

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A student in Good Academic Standing is one who is making satisfactory academic progress as defined in this catalog and who has met all the financial obligations of the University.

### Full-Time Student

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A full-time student is working toward an academic program and is enrolled for 12-15 units if in an undergraduate program or 9 units if in the teaching credential program.

### Part-Time Student

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A part-time student is working toward an academic program and is enrolled in 11 units or fewer per

semester in an undergraduate program, and 8 units or fewer per semester in the teaching credential program.

### Official Registration

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Students must enroll in order to take specific course offerings at NHU. Students are enrolled in courses by consulting with their academic advisor. Course offerings each term are scheduled under the direction of the Provost. A list of the course offerings is available from the academic advisor and NHU's Website <http://www.nhu.edu/>.

Students are not considered officially registered until the following requirements have been met:

- The student has been officially admitted;
- The student has taken the appropriate placement tests, if applicable;
- The advisor has approved the appropriate courses;
- The student has completed and submitted the appropriate registration forms to the Business Office and been processed by the Office of the Registrar, e.g. Registration Worksheet, Add and Drop forms, etc.;
- All tuition and registration fees have been paid in full or payment arrangements have been made;
- The student is in good academic standing. Although reasonable efforts are made to expedite students' completion of academic programs, NHU does not obligate itself to offer courses every semester to enable students to complete their program within a minimum specified time limit.

### Registration for Individual Directed Studies

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Individual Directed Study courses are offered under special conditions or educational needs which cannot be met by the available class offerings. No student will be allowed to enroll in an Individual Directed Studies course if the course is offered in a timely fashion, which will enable the student to graduate on time. An Individual Directed Study is permissible only with qualified faculty. Students should not be allowed to begin work on Individual Directed Study until tuition for the Individual Directed Study is paid.

Directed Study is limited to students who meet the following requirements:

- Have at least a cumulative 3.0 Grade Point Average

- Are not on Academic Probation
- Have upper-division status
- Have not exhausted the maximum number of 12 units of Individual Directed Study at the National Hispanic University

If a student does not meet one or more of the above requirements, the student must complete an Individual Directed Study Appeal Form and submit to the Department Chair or Program Director for approval.

One unit of Individual Directed Study represents 45 hours of work, resulting in satisfactory work, which is equivalent to the number of instruction and homework hours required. Individual Directed Study Forms must be completed before any assigned work begins. Individual Directed Study Forms must be approved by the Department Chair or Program Director on a case by case basis.

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### **Courses Taken at Other Institutions**

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Students working toward a degree at NHU who want to take a course at another college or university should consult with the Department Chair or Program Director prior to enrolling to ensure acceptance of the units into the program. Courses taken at other colleges and universities in programs will not be counted in the student's cumulative grade point average.

Students enrolled at another institution or on official leave from NHU will not be allowed to count credit obtained at another institution toward their degree without the prior approval of their Department Chair and the Office of the Registrar.

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### **Cross Registration with San Jose State University**

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The purpose of the San Jose State University cross-enrollment agreement is to allow students to enrich their educational experiences by attending classes at San Jose State University campus without incurring costs over and above their normal registration fees.

NHU students can enroll concurrently in a maximum of two courses per semester at SJSU as long as they register for a minimum of six units at NHU. Enrollment is subject to space availability, satisfaction of course pre-requisites and/or approval by the instructor.

A student is qualified to cross enroll if he or she has met all of the following conditions:

- 1) Completed at least one term at the home campus as a matriculated student
- 2) Has a grade point average of at least 2.0 (C) in all work completed at home institution
- 3) Is enrolled for minimum of six units at the home institution
- 4) Has paid appropriate tuition and fees at the home institution
- 5) Has completed appropriate academic preparation as determined by the host campus

For additional information, contact the Office of the Registrar.

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## **Enrollment**

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### **Enrollment Verification**

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Students who need enrollment verification from the University must be registered and in good academic standing. Students should allow a minimum of two days for processing of an enrollment verification request.

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### **Census Date**

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The Census Date of the University represents a date in each academic session when the general enrollment statistics of the University are established. In general, the Census Date for each class is the fourth class meeting. Typically the Census date falls on the second Wednesday of a Monday –Wednesday class and the second Thursday of a Tuesday-Thursday class. The Census Date for classes that meet once a week (Friday or Saturday) is the second class meeting. Students will receive a withdrawal “W” on their transcripts for any courses dropped after the Census Date. The only exceptions are classes canceled by the Department Chair or a change from one section to another of the same course. A “W” is not a grade, has zero grade points and does not affect the student's grade point average.

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## **Changes in Enrollment**

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### **Adding/Dropping Courses**

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It is the students' responsibility to observe the prescribed deadlines for the specific steps required to add/drop a course. Students wishing to add/drop a course are required to secure approval from their advisor and pay the corresponding fees. The appropriate form for adding/dropping courses can be obtained from the Office of the Registrar and must be returned by the

prescribed deadlines. Only when the completed “Add/Drop Form” has been submitted to the Business Office and processed through the Office of the Registrar does the change become official. The date of record is the date on which the Business Office receives the completed form.

Students who simply absent themselves from a class or tell the instructor that they are dropping the course, without filing the required form will have an unauthorized withdrawal “UW” posted to their record for that course. Students who drop all courses are obligated to follow the rules for withdrawal from the University, as indicated in this catalog.

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### **Last Day to Add Courses**

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The deadline for adding courses is the census date. No “Add/ Drop Forms” will be accepted after the census date.

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### **Courses Dropped Before the Census Date**

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Courses dropped before 5:30 p.m. on the census date will not appear on the student’s transcript.

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### **Courses Dropped After the Census Date**

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Once the Census Date has passed, dropping courses can be done only for compelling reasons and requires the approval of the Department Chair. Courses dropped after the Census Date are recorded as a “W” on the student’s permanent academic record.

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### **Withdrawing from the University**

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Students planning to withdraw from the University are requested to make an appointment with the Department Chair prior to initiating withdrawal procedures.

A student who wishes to withdraw from the University must secure a “Withdrawal Form” from the Office of the Registrar and must obtain the signatures specified on the “Withdrawal Form.” Only when the completed form has been returned to the Office of the Registrar does the withdrawal become official.

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### **Authorized Withdrawal**

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The Office of the Registrar and the Business Office require instructors to keep accurate attendance records for each student. Upon receipt of the signed “Withdrawal Form” from the student, the Office of the Registrar will determine the last day of class attendance so that date can be recorded on the “Withdrawal Form.”

The Department Chair is required to sign the “Withdrawal Form” as well as the Business Office. The Business Office retains a copy of the signed “Withdrawal Form” and initiates the calculation and distribution of a refund. The Business Office will then distribute copies to the student, the Financial Aid Office and the Office of the Registrar.

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### **Unauthorized Withdrawal**

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Students who simply absent themselves from class or tell the instructor that they are withdrawing from the University without filing the required form will have an unauthorized withdrawal “UW” posted to their records.