

Registration and Enrollment

Policies and Procedures

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 ensure the accuracy of the catalog, students are advised that the information contained herein is subject to change. They should, therefore, consult the appropriate Department Chair for current information.

Student Registration

- Registration is the means by which a person officially becomes a student at NHU.
- 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
- Sophomore..... 30-59 units
- Junior..... 60-89 units
- Senior 90+ units

Academic Standing

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

A full-time student is defined as working toward an academic program and enrolled for 12-15 units per semester for undergraduate students, 9 units for credential students, and 6 units for graduate students.

Part-Time Student

A part-time student defined as working toward an academic program and enrolled in 11 units or fewer per semester for undergraduate students, 8 units or fewer for credential students, and 5 units or fewer per semester for graduate students.

Official Registration

Students must enroll at NHU to take specific course offerings. Students are enrolled in courses by consulting with their Academic Advisor, program advisor, or by self-registering. Course offerings each term are scheduled under the direction of the Provost. A list of the course offerings is available to students well before the beginning of each semester from the Academic Advisor and NHU's website <http://www.nhu.edu/>. Students should seek academic advisement from their academic advisor or program advisor before registering in any course.

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.

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.

Students may register for classes once they are officially admitted to NHU. Registration is the means by which a candidate officially becomes a student. Students must **register per semester** for the entire semester or module. Registered students are further identified by NHU department, degree status, classification, and major. Registration for continuing students takes place during the preceding semester, and for new students following assessment, advising activities, and orientation.

Schedule of Classes

The Schedule of Classes (<http://www.nhu.edu/catalog/schedule.htm>) contains information about courses offered at NHU, including course description, course codes, times and dates of class meetings, and classroom numbers where the class meets.

Unit Hour Limitation

The average unit course load per semester for a full-time student is 12-15 units. Any unit over 18 is considered an excess unit load. Students carrying more than 18 units in a semester must have authorization of their Academic Advisor.

A petition to take excess units will be considered only when presented by a student whose scholastic ability has been demonstrated to the satisfaction of the Provost. The usual requirement is a 3.0 GPA in the semester immediately preceding the submission of the petition.

Course Cancellation and Changes

NHU reserves the right to make changes in its schedules or policies without prior notice. NHU has done its best to ensure the accuracy of the information on this schedule; however, certain statements may need correction or change. Classroom location changes will be posted outside the original classroom. In the event of a cancellation, staff will make every effort to place students in another appropriate class.

Registration for Individual Directed Studies

Individual Directed Study courses are offered under special conditions or educational needs that cannot be met by 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, allowing 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.

Individual Directed Study is limited to students who:

- Have at least a cumulative 3.0 GPA
- Are not on Academic Probation
- Have upper-division status
- Have not exhausted the maximum number of 12 units of Individual Directed Study at NHU

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 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 and must be approved by the Department Chair or Program Director on a case-by-case basis.

Repeating Courses

Students may repeat courses in which they have received a “C-” or lower. Both the initial grade and the subsequent repeat grade will show on the academic record; however, only the higher grade will count in computing the grade point average. Thus, the course with the lower grade will carry the course note of “E” (Exclude). Preparatory classes may be repeated whether or not a student earns a grade of “CR” or “NC.” The maximum number of attempts for repeating courses will be one time. However, a student may file a petition for a second attempt with the Department Chair.

Auditing Courses

A student enrolls for instruction only and does not receive credit for the class. Regular class attendance is customary and expected. Permission to audit a course is granted by the instructor and is on a space-available basis. Students eligible to enroll on a credit basis have priority over auditors in enrolling in courses. An auditor pays the same fees as students enrolled for credit. In addition, students auditing a class will not receive a grade or credit units.

Courses Taken at Other Institutions

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 are counted in the student’s cumulative GPA.

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.

Cross-Enrollment with San Jose State University

The purpose of the SJSU cross-enrollment agreement is to allow students to enrich their educational experiences by attending classes at their 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 6 units at NHU. Enrollment is subject to space availability, satisfaction of course prerequisites, and/or approval by the instructor.

Students are qualified to cross-enroll if when the following conditions are met:

- Completed at least one term at the NHU campus as a matriculated student
- Has a grade point average of at least 2.0 (“C”) in all work completed at NHU
- Is enrolled for minimum of 6 units at NHU

- Has paid appropriate tuition and fees at NHU
- Has completed appropriate academic preparation as determined by the host campus

For additional information, contact the Office of the Registrar.

Official Transcripts

Students who desire a transcript of their academic record must submit, in accordance with privacy laws, a written request or form to the Office of the Registrar. Such a request must be accompanied by a payment of transcript fees and should be made at least two weeks in advance of the date required. Students are advised that transcripts will not be issued during the days of registration or period of grade posting of any term unless an exceptional and grave cause can be shown.

Registration Guidelines for Hybrid Program Formats

NHU offers students the flexibility of providing ground and online courses in hybrid program formats.

Students enrolled in the Bachelor of Arts in Child Development hybrid program format have additional standards that must be met prior to taking an online course. The student must:

- Have completed one term on ground/campus with NHU with an overall GPA of 2.0
- Complete EDU 100 or an equivalent course with a “C-” or better or be able to provide proof of successfully completing an online course with a “C” or better
- Have successfully completed the online Student Readiness Orientation (SRO) course
- Have attended NHU's *How to be a Successful Online Co-Learner* face-to-face technology session

Students enrolled in the Bachelor of Arts in Liberal Studies hybrid program format or the Bachelor of Arts in Business Administration hybrid program format have additional standards that must be met prior to taking an online course. Students must:

- Have completed one term on ground with NHU with an overall GPA of 2.0
- Have completed CS 120 or an equivalent course with a “C-” or better or be able to provide proof of successfully completing an online course with a “C” or better
- Have successfully completed the online SRO course
- Have attended the *How to be a Successful Online Co-Learner* face-to-face technology session

Any other NHU student wishing to take an online course must:

- Have an overall GPA of 2.0.
- Have successfully completed the online SRO course
- Have attended the *How to be a Successful Online Co-Learner* face-to-face technology session

Student registration is governed by NHU and is determined by a student’s program of study. Students may seek the approval of the Program Chair to waive the requirements for enrollment in an online course through the student petition process. All petitions must be in writing and include any and all material pertinent to the petition. The Program Chair will review the petition and deliberate the decision to the student and Academic Advising.

Enrollment

Enrollment Verification

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

Census Date

NHU's course census date is the ninth calendar day from the term start in alignment with its course add/drop policies.

Changes in Enrollment

Adding or Dropping Courses

It is the students' responsibility to observe the prescribed deadlines for the specific steps required to add/drop a course. Students who simply absent themselves from a class or tell the instructor that they are dropping the course may 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 NHU, as indicated in this catalog.

Students may add a course to their schedule up until the eighth calendar day from the term start date. Students may drop a course to their schedule up until the eighth calendar day from the term start date without a Withdrawal ("W"). Last day to drop with a "W":

- 6 week classes 32nd calendar day
- 8 week classes 43rd calendar day
- 16 week classes 88th calendar day

Change of Major

Although students are encouraged to declare a major early on in their academic careers, they may be admitted to NHU under the "undeclared" major category. Students must declare a major by the end of their sophomore year. Students who wish to change their declared major must see their Academic Advisor. A *Change of Major* form must be submitted to the Office of the Registrar to change or declare a major.

Withdrawing from the University

Students planning to withdraw NHU are requested to make an appointment with the Department Chair prior to initiating withdrawal procedures. A student who wishes to withdraw must secure a *Withdrawal Form* from the Office of the Registrar and obtain the required signatures specified. The withdrawal becomes official only when the completed form is returned to the Office of the Registrar.

Authorized Withdrawal

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

Unofficial Withdrawal

Student who simply absent themselves from class or tell the instructor that they are withdrawing from the University without filing the required form may have a “UW” posted to their records.

Attendance

Class attendance and participation are important factors in determining the final grade and credit for any class, laboratory, or internship. The individual instructor determines the degree to which class participation/attendance is a part of the work required for a course. The instructor should factor attendance into the final grade and inform students of the specific policies and procedures. How the attendance grade is factored and the percentage of the grade is to be spelled out on the syllabus and discussed with the students.

When incorporating attendance as part of the final grade, it is the responsibility of the instructor to keep accurate records of student attendance, class work, required readings, assignments, periodic tests, final examinations, and other activities used to evaluate student learning. Instructors who use attendance as part of their grading system procedures are required to maintain the attendance records for one calendar year in the event of a grade appeal.