

REGISTRATION

Students who register at Judson commit themselves to an academic program for one or more semesters. Prior to registration, students are required to check for holds on MyJudson and resolve the holds with the appropriate offices. Students' tardiness in fulfilling obligations or in submitting required credentials may delay or cancel their registration.

Students receive guidance from their Academic Advisor and the Registrar's Office throughout their Judson journey. However, students are ultimately responsible for understanding and fulfilling graduation requirements.

Registration procedures at Judson depend on the type of student:

Traditional Undergraduate and Master of Architecture

New Traditional Students

Once a new student has met all admission requirements, they are emailed logins for MyJudson and Judson email. At this point, their records are forwarded to the Registrar's Office for processing. Normally, within 7-10 days an Academic Advisor is assigned and a New Student Packet is emailed to the student's personal and Judson email. Once their enrollment deposit has been received, the student will receive another email with registration details. Students may sign up for one of Judson's summer New Student Orientation Days where they will meet with an advisor, review their schedule, and take care of business with other offices. In some cases, a phone/email advising appointment can be arranged. The advisor and the registrar's staff are available to help the student navigate MyJudson and answer any questions regarding courses, schedules or transfer coursework. Any of the processes mentioned above can also be completed during Welcome Weekend just before classes begin. The Registrar's Office reserves the right to pre-load courses to assure accuracy. The student is allowed to change sections of pre-loaded courses if necessary.

Continuing Traditional Students

In late March to early April, continuing students receive an email from the Registrar which explains the pre-registration procedure. Using their degree audit, their 4-year plan, the catalog and the course schedule on MyJudson, the student selects courses and completes the Student Worksheet for Registration (https://myjudson.judsonu.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=064e6f33-79ca-43ceb52d-f0ae089eb726). The student then sets up a meeting with their Academic Advisor who reviews the worksheet and clears them for registration. At this point, the student will be allowed to register on MyJudson for the following fall, spring and summer at their assigned time according to their classification - seniors first, freshmen last.

Readmit Traditional Students

If a student withdraws during a semester or does not attend for one or more semesters, the student is required to complete the admissions process again (see the Admissions pages of the catalog for more details). Once the student has been re-admitted, they will receive a New Student Packet email. After paying the enrollment deposit, the student will receive another email with registration details. Readmit students work with their Academic Advisors to determine what courses they need. When the advisor has cleared the student for registration, the student will be allowed to register on MyJudson.

Unclassified Students

Non-degree seeking students must apply through the Registrar's Office. Once accepted, they are registered by registrar's staff and will be held to the same drop/withdrawal policies as degree-seeking students. Priority seating in all courses is given to degree-seeking students. Please call (847) 628-1154 for details.

High School Prep Students

The registration process is much the same as for traditional students, depending on whether they are new or continuing (see above procedures).

Adding and Dropping Courses

- **Adding:** Students may add courses with no add fee until the day before the semester begins providing they qualify and seats are available. Once the semester begins, web registration closes and the Add/Drop Fee goes into effect. Only for unusual circumstances will a student be permitted to add a course after the semester begins, and permission of the instructor is required. Exceptions require the student to complete an Add Form through MyJudson.
- **Dropping:** Students may drop individual courses up to the day before the semester begins. Once the semester begins, web registration closes, the Add/Drop Fee goes into effect and the student must complete the online Drop Form through MyJudson. Students should contact the Financial Aid Office if their full-time status is affected. The student is responsible for payment of tuition and a grade is assigned as explained below:
 - Fall and Spring: Courses dropped between the beginning of the semester and the tenth week are recorded with a W (withdrawal). Courses dropped after the tenth week are assigned a grade of WP (withdrawal pass) or WF (withdrawal fail) as determined by the instructor. A grade of D- or above must be earned as of the withdrawal date if a WP is to be assigned.
 - Administrative Withdrawal: Students who register for a course, do not attend during the first week of the term, but fail to officially drop the course will be administratively withdrawn by the instructor with a grade of Administrative Withdrawal Failure (AWF). This grade is indisputable and will negatively effect the student's GPA. After the first week of term, instructors will assign final grades for non-attending students according to their attendance policies. Students will be responsible for all tuition and fees.

Withdrawal Calendar - Traditional Programs (https://jdsportal.jenzabarcloud.com/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=d6be15b2-43a7-4dd0-81fc-a6f19a97a10d)

- **Important notes:**
 - Should a student who is not registered for a course attend, participate, and even be assigned a grade, the unregistered student will not receive a grade nor credit for that course.
 - Should a student register for a course but never attend or cease to attend without officially dropping the course, the registered student will be responsible for payment of tuition and a grade of AWF (Administrative Withdrawal Fail) will be assigned.
 - The student is responsible to submit online Add/Drop forms for any course dropped after the start of term.
 - The date a completed Add/Drop form is submitted online is the date it is effective. Forms will be processed within 3 business

days, and the student will be notified via their Judson email when it is complete.

- Verbal add/drop requests are not accepted.
- **Prerequisites:** Instructors may do individual course authorizations in MyJudson to override prerequisites for their courses and allow students who have not met the requirements to register. For students who have not requested course authorizations, instructors may check prerequisites and request that students who have not met the prerequisite drop the course.

Division of Professional Studies Undergraduate and all other Graduate and Doctoral Programs

Registration for the entire program is completed at the beginning of the student's first term at Judson, except for the Doctor of Education in Computer Science, who are registered for one year at a time. Students are registered by the Registrar's Office. Student schedules can be viewed via the MyJudson portal under Student Info. It is the student's responsibility to know what courses he/she is registered for. Once a registration is processed, the courses will immediately appear on the student's schedule, degree audit and academic record. To make official changes to their registration, students should reach out to their Academic Advisor prior to the course start.

Enrollment Coaches and Academic Advisors will assist in planning and advising students on how to finish degree requirements. Students are responsible for understanding and fulfilling graduation requirements. The course schedule, catalog and registration schedules provide the curriculum and course information to assist each student in completing degree requirements.

New Students

After being admitted to the University, it is the responsibility of the student to schedule a meeting with their Academic Advisor to discuss registration. Students starting a program must sign their Registration Form at their advising appointment. The date a completed and signed form is received by the Registrar's Office is the date it is effective.

Continuing Students

Students who have academic or financial holds will not be registered for additional courses. The student is responsible to clear any holds before submitting the Registration Form to their Academic Advisor. If a student does not submit their Registration Form, they will not be registered for courses or receive grades, regardless of whether they have attended and participated in courses. Students who have been pre-registered for their program may be dropped from courses if they become past due in their Student Account. These students may re-register for courses after resolving all holds.

Readmit Students

Students who have withdrawn from the University, or who have not attended for one or more semesters must reapply (see the Admissions pages for more details). Once readmitted, it is the responsibility of the student to schedule an appointment with their Academic Advisor to discuss registration. They will need to submit a new Registration Form approving their courses.

Associate to Bachelor: Declaration and Registration

Students enrolled in Judson's Associate of Arts (AA) program may not take courses in a Bachelor of Arts (BA) program. Exceptions will be

considered on a case-by-case basis for students in the last term of their AA program who have applied and been accepted to one of Judson's BA programs and who require additional credits to maintain full-time status.

Per the guidance of the Department of Education in the 2021-22 FSA Handbook, p. 1-31 states: "if a student is enrolled in courses that do not count toward their degree, certificate, or other recognized credential, they cannot be used to determine enrollment status unless they are eligible remedial courses," meaning a student in an Associate-seeking curriculum is not eligible to receive financial aid for Bachelor's level courses as they are independent of one another.

Students who have completed the AA program may declare a major in a Bachelor of Arts programs by completing the Declaration of Major form in MyJudson. Students will then schedule an appointment with an Academic Advisor to discuss registration. After the AA degree has been conferred, the student will be moved to their new program requirements and will be registered for courses. Any questions regarding the AA to BA process should be directed to the Academic Advisor.

Adding and Dropping Courses

A student wishing to add or drop a course must complete an online Add/Drop Form in MyJudson. Students may not be added to a course that has already started. Withdrawals will be processed effective the date the completed form was submitted. Courses dropped prior to the start date will not be assessed a Drop Fee and will be removed from the transcript. Courses dropped after the start date will be assessed a Drop Fee and will receive a withdrawal grade according to the calendar below.

Financial Aid may be refunded to the awarding sources per federal regulations if a course is dropped. The student may have a bill due if the financial aid has already been disbursed.

Students who register for a course, never attend, but fail to officially drop the course will be administratively withdrawn by the Registrar's Office with a grade of Administrative Withdrawal Failure (AWF). This grade is indisputable and will negatively effect the student's GPA. Students will be responsible for all tuition and fees.

Withdrawal Calendar - Division of Professional Studies
(https://jdsportal.jenzabarcloud.com/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=c2dade7c-3045-4c2b-ba86-04082d99dd8b)