

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

Registration procedures at Judson depend on the type of student:

New 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 with instructions for accessing an online course which contains information about academic policies, student resources, and registration. Undergraduate students will also attend Judson's New Student Orientation Days where they will meet with an advisor, review their schedule, and take care of business with other offices. 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 Students

Each semester, continuing students receive an email from the Registrar which explains the pre-registration procedure. The student sets up a meeting with their Academic Advisor, who will review the student's advising worksheet and their academic plan and clear them for registration. At this point, the student will be allowed to register on MyJudson for the following semester at their assigned time according to their classification - seniors first, freshmen last. Students must resolve all holds on their account prior to registration.

Readmit 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. 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 and certificate-seeking students must apply through MyJudson (https://myjudson.judsonu.edu/ICS/Admissions.jnz?portlet=J1_FormFlow_-_Forms_5). Once accepted, they will receive a New Student Packet email and will be held to the same registration/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, 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.
 - 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.

Withdrawal Calendar - Traditional Programs (<https://myjudson.judsonu.edu/ICS/Portlets/ICS/Portlet.Resources/ViewHandler.ashx?id=d6be15b2-43a7-4dd0-81fc-a6f19a97a10d>)

Withdrawal Calendar - Division of Professional Studies (<https://myjudson.judsonu.edu/ICS/Portlets/ICS/Portlet.Resources/ViewHandler.ashx?id=c2dade7c-3045-4c2b-ba86-04082d99dd8b>)

- **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.
- **Registration Outside the Program:** Students enrolled in a program may not take courses at a higher level (e.g., students in Judson's Associate of Arts (AA) or Registered Nursing (RN) programs 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 program 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 degree-seeking curriculum is not eligible to receive financial aid for other program courses as they are independent of one another.