

## REGISTRATION POLICY: UNDERGRADUATE

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### New Undergraduates: US and UK Degree Programmes

1. Students studying at partner institutions should refer to their internal registration policy and procedures.
2. New undergraduates register for classes during the Orientation period at the beginning of their first semester of attendance.
3. If, for reasons acceptable to the Admissions Office and Registry Services, a new student must arrive late, the last day to register is the Thursday of the first week of classes. All fees must be paid, placement assessments undertaken, and registration for classes completed by 5:00 pm on that day. An unregistered student will not be accepted into a class more than two weeks after the Add/Drop period.
4. New undergraduates joining the October accelerated session are registered by the Faculty Academic Advisor for October entrants. Student schedules are considered individually, and October entrants are registered onto 3 courses which have a more intensive timetable than classes held in the full Fall semester. Such students are eligible to complete two courses in the following summer session and the costs for this are included in their full-time tuition for Fall.
5. Study Abroad/Visiting Undergraduates/Visiting Students on Freshman articulated programmes spend either a semester or a year at the University and then progress to complete their degrees at an institution with which the University has an articulation agreement. These students are registered in courses prior to degree-course first years, as their classes are determined in advance, in accordance with the partner institution's requirements.
6. Other Study Abroad students are registered as their course selections are received by the International Programmes office, beginning the seventh week of the semester before the intended semester of study. This is after priority registration for continuing students.
7. It is the responsibility of the Study Abroad/Visiting student to ensure that the courses submitted have been approved by their home institution, and in particular that any pre-requisites have been met.
8. Study Abroad students must indicate at least ten course preferences on their application forms (five first choices and five alternatives) in case they are unable to take one of their first choices due to scheduling conflicts or full or cancelled courses (also see [Academic Calendar, Course Scheduling and Timetabling Policy](#)).

## Continuing Undergraduates

9. Continuing undergraduates are those in current attendance who plan to study in the following semester.
10. Registration for continuing students takes place during the sixth week of a given semester for the semester following. Students must register at this time to ensure efficient progression, so that they are enrolled upon the courses required to complete their degree.
11. Registration operates on a priority tiered basis. The time at which students will be able to start registering depends on the number of credits completed. Seniors receive priority to facilitate progression to graduation. Separate start times are then made available to Juniors and Sophomores, with Freshmen registering last.
12. A late registration fee is charged for registration after Priority Registration. Failure to pay tuition fees by the deadline will result in the cancellation of class registration. Late payment of fees, including applicable penalties, will only restore registration to courses originally chosen if spaces are still available.

## Students Returning from Leave of Absence

13. Returning students are those on a pre-approved Leave of Absence who wish to resume their studies before their leave of absence entitlement expires (see [Leave of Absence Policy](#)).
14. Returning students must register for the semester in which they plan to return during the Registration period of the previous semester by contacting their advisor and Registry Services.

## Re-admitted Students

15. Re-admitted students are those who have officially or unofficially withdrawn from the University or who have allowed a Leave of Absence to expire and wish to return to complete their degree.
16. Once an application for re-admission is approved by the Head of Registry Services, students will be registered for classes by Registry Services, ahead of the new semester.
17. Re-admitted students are required to pay deposits and fees in advance.
18. International students admitted to the UK on Tier 4 visas must maintain full-time status in order to be compliant with UK immigration regulations. The University is required to report students who do not register for a full-time programme of study to the Home Office. Students who are permitted to re-admit must obtain a new visa before they are allowed to re-enter the UK. Student Affairs assist with visa applications and will issue new CAS numbers for sponsorship. Tier 4 visas cannot be issued for more than five years of study at degree level: the 5-year cap is enforced by UK Visas and Immigration.

## Changes to course registration (Add/Drop)

19. After Registration, students may alter their registration by adding and/or dropping courses on a space available basis during the official Add/Drop period of each academic semester.
20. The Add/Drop period is the first five days of Fall and Spring semesters, and the first two teaching days of summer sessions.
21. Undergraduates may not normally make changes to their registration outside of the Add/Drop period.
22. Students must add or drop courses in their PowerCAMPUS Self-Service accounts, and are advised to make any changes before the last day of the Add/Drop period, including informing their academic advisor via email that courses are awaiting approval in the student's account.
23. Students may change sections of a course if space is available, following the same procedure as for adding or dropping a course.
24. If a student believes they have mitigating circumstances which prevented them from changing their registration during the Add/drop period, they may petition to the Academic Progress Committee to late add or drop a class.
25. Students will not be accepted into a class more than two weeks after the Add/Drop period.
26. Students will not be permitted to drop a class more than two weeks after the Add/Drop period, they should instead withdraw from the class. Visa-holding students must ensure that they remain fully compliant with the requirements of their immigration status if dropping courses will take them below the level designated as full-time study (see [Attendance Policy](#)).

## VERSION MANAGEMENT

<b>Responsible Department: Registry Services</b>			
<b>Approving body: Academic Board</b>			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Students at partner institutions should refer to their internal procedures.	August 2020	
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	