

REGISTRATION POLICY: UNDERGRADUATE

New Undergraduates

Diagnostic Assessment

1. Prior to Registration, all degree-seeking students are required to take the Academic Reading and Writing diagnostic assessment during the Orientation period at the beginning of their first semester, unless they have received relevant transfer credit.
2. Prior to Registration, students with a Mathematics requirement in their degree programme are also required to take a diagnostic assessment during the Orientation period at the beginning of their first semester, unless they received relevant transfer credit.
3. The results of the diagnostic testing may result in the student having to take additional courses outside of the Academic Plan, depending on the number of elective spaces available.
4. A student is only permitted to take each diagnostic assessment once and must agree to complete the courses advised by the results.
5. Failure to sit the assessment prior to registration, or evidence of academic misconduct in the assessment, will result in the student being placed into the lowest level Academic Literacies course and/or Mathematics course.
6. New undergraduates register for classes during the Orientation period at the beginning of their first semester of attendance, following the receipt of diagnostic assessment results.

Registration

7. 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.
8. Failure of new sponsored students on a student visa to complete the registration period on time may result in the student being reported to UKVI for non-enrolment and the visa being curtailed.

9. 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.

Study Abroad/Visiting Undergraduates

10. 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.
11. 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.
12. 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 prerequisites have been met.
13. 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

14. Continuing undergraduates are those in current attendance who plan to study in the following semester.
15. Registration for continuing students takes place during the middle of a given semester for the semester following. Students should consult the academic calendar for final dates and must register at this time (approximately during Weeks 6 to 8) to ensure efficient progression, so that they are enrolled upon the courses required to complete their degree.
16. 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.

17. 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.
18. Registering as a full-time student is mandatory for sponsored visa students. Failure to be registered in time will likely result in the student's visa being curtailed. The student would need to leave the UK and reapply for a new visa for the next semester to continue their studies

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.
15. If the returning student is a visa sponsored student, they will require a new Student Route Visa to return. They will need to contact the UKVI Compliance team to obtain a new CAS number.

Re-admitted Students

16. 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.
17. Once an application for re-admission is approved by the Academic Registrar, students will be registered for classes by Registry Services, ahead of the new semester.
18. Re-admitted students are required to pay deposits and fees in advance.
19. International students admitted to the UK on Student Route 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. The UKVI Compliance team will assist with visa applications and will issue new CAS numbers for sponsorship. Student visas that were reported for non-engagement with their studies (Failure to comply with our Attendance and Engagement Policy) will usually not be approved for further sponsorship. Students must also be up to date with tuition fee payments. Student Route 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)

20. 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.
21. The Add/Drop period is the first five days of Fall and Spring semesters, and the first two teaching days of summer sessions.
22. Undergraduates may not normally make changes to their registration outside of the Add/Drop period.
23. 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.
24. Students may change sections of a course if space is available, following the same procedure as for adding or dropping a course.
25. 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.
26. Students will not be accepted into a class more than two weeks after the Add/Drop period.
27. 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. Sponsored visstudents 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). Students need to be aware that this could affect their eligibility for the Graduate Route Visa and affect their course end date. Students may need to apply for a new visa and would need to be in receipt of this before registering for the final semester.
28. Regularly taking the minimum number of classes per semester could result in sponsored students not being able to complete their degree due to time limitations on degree level study on a visa in the UK (see the Student Visa Policy).

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
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	
003	Removed reference to UK-only awards. Added additional information on diagnostic assessments. Updated dates for Priority Registration.	August 2022	September 2022
004	Additional information added on visas and CAS issuance	June 2024	01 September 2024
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	