REGISTRATION POLICY: UNDERGRADUATE

General Principles

New Undergraduates

Year One Entry – London

1. For students admitted to Year One Entry in London; the first semester timetable for Fall or Spring is 10 weeks including tutorial week and final exam week. Year One students complete a reduced credit load of 12 US credits for the first two semesters.

2. On completion of the first semester of the 10-week timetable, students then assume a 15-week timetable for the duration of their studies, as detailed in Year Two Entry, below.

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 second week of classes. All fees must be paid, and registration for classes completed by 5:00 pm on that day. An unregistered student will not be accepted into a class more than one week after the Add/Drop period.

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

Year One Entry – Leeds

5. For students admitted to Year One Entry in Leeds; the first semester timetable for Fall and Spring follows the 15-week timetable for the duration of their studies, as detailed in Year Two Entry, below. Year One students complete a reduced credit load of 12 US credits for the first two semesters.

6. 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 second week of classes. All fees must be paid, and registration for classes completed by 5:00 pm on that day. An unregistered student will not be accepted into a class more than one week after the Add/Drop period.

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

Year Two Entry – London and Leeds

8. From Year Two Entry, and subsequent semesters for the duration of studies, the Fall and Spring timetables for undergraduate teaching are 15 weeks including tutorial week and final exam week.

9. 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 second week of classes. All fees must be paid, and registration for classes completed by 5:00 pm on that day. An unregistered student will not be accepted into a class more than one week after the Add/Drop period.

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

Study Abroad Undergraduates

11. For Study Abroad Undergraduates, the Fall and Spring timetables for undergraduate teaching are 15 weeks including tutorial week and final exam week.

12. Study Abroad 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.

13. 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.

14. 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.

15. 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).

16. 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 second week of classes. All fees must be paid, and registration for classes completed by 5:00 pm on that day. An unregistered student will not be accepted into a class more than one week after the Add/Drop period.

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

Continuing Undergraduates

18. Continuing undergraduates are those in current attendance who plan to study in the following semester.

19. 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.

20. 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.

21. Failure to pay tuition fees by the deadline will result in the cancellation of class registration. Late payment of fees will only restore registration to courses originally chosen if spaces are still available.

22. 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

23. 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).

24. Returning students must register for the semester in which they plan to return during the Registration period of the previous semester by contacting Registry Services.

25. 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.

26. Visa-sponsored students must maintain full-time status 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.

27. 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 UKVI.

Re-admitted Students

28. 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.

29. Once an application for re-admission is approved by Registry Services, students will be registered for classes by Registry Services, ahead of the new semester.

30. Re-admitted students are required to pay deposits and fees in advance.

31. Visa-sponsored students must maintain full-time status 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.

32. 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 UKVI.

Changes to course registration (Add/Drop)

33. 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.

34. The Add/Drop period is the first five days of Fall and Spring semesters, and the first two teaching days of summer sessions.

35. Undergraduates may not normally make changes to their registration outside of the Add/Drop period.

36. Students must add or drop courses in the student record system, 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.

37. Students may change sections of a course if space is available, following the same procedure as for adding or dropping a course.

38. 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. Students must petition by the end of the second week of courses.

39. Students will not be accepted into a class more than two weeks after the Add/Drop period.

40. 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.

41. When dropping classes, students must ensure that they still maintain full-time student status (12 US credits a semester).

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
005	Major edits: Removed diagnostic testing. Added detail on Year One and Year Two Entry. Removed reference to October start. Updated visitors to Study Abroad and removed references to PowerCampus. Removed reduced course load info (instead covered in course withdrawal and credit load policies). Removed late registration fee and penalties. Updated latest date to register for classes, for new and returning students.	June 2025	01 September 2025
		Restricted access? *Tick as appropriate* ☐ **Yes** ☒ **No**	