

ELIZABETH CITY STATE UNIVERSITY
Registration and Schedule Change Policy

Preamble

The Office of the University Registrar is responsible for the registration of all students in academic credit courses offered at ECSU. In connection with registration, the Registrar's Office is also responsible for grade processing at the close of each semester, and maintains the official academic records (transcripts) for all current and former students.

A. Pre-Registration

- i. Pre-registration is a period during which students and faculty advisors review and plan courses for the upcoming semester. Pre-registration is required of all enrolled students.
- ii. A late fee may be assessed.
- iii. Students who register early and fail to confirm courses and pay fees by the dates designated for official registration will have their schedule of courses automatically withdrawn by the Registrar's Office.

B. Registration

- i. All Students must register at the beginning of each semester and each summer term. Students have the option of registering through their Self Service Banner Account via ECSU's homepage (www.ecsu.edu) or may attend the official registration held each semester and each summer term as indicated by ECSU's official calendar.
- ii. Complete registration instructions are contained on the Registrar's Office webpage.
- iii. Students are registered for and entitled to attend classes only when they have completed prescribed registration procedures, including payment of fees.
- iv. Failure to follow proper registration procedures will result in loss of credit. Students, whose names do not appear on an instructor's official class roll, must contact the Registrar's Office.
- v. Students, who fail to register by the relevant registration deadline, may be assessed.
- vi. The Registrar or a Department Chairperson, upon the recommendation of the instructor, may cancel a student's registration in any course within a Department, if the registered

student fails to attend the first three class meetings and fails to notify the instructor of his/her desire to remain enrolled in the course within 24 hours of the fourth class meeting.

C. Change of Course Schedules/Drop-Add/Cancellation of Course Registration Policy

- i. Students may drop and or/add course sections. Students are strongly encouraged to consult with their advisor prior to any add and/or drop.
- ii. If a course is dropped within the first five days of a semester or summer session, the course will not be listed on the student's schedule of courses.
- iii. Withdrawal from a course or courses after the official add/drop period will cause the course to be listed on the student's grade report and will be counted and indicated with a grade of "W."
- iv. Courses may be added to a student's schedule during the first five days of the semester or summer session.
- v. A student wishing to add a course after the initial five-day period of the semester must obtain approval of the Instructor, Advisor, Department Chair, Dean, and Provost and Vice Chancellor for Academic Affairs.

D. Auditing Courses

- i. A full-time student may audit a maximum of two courses per semester with written agreement from the instructor, faculty advisor, and approval of the Departmental Chair.
- ii. Students must officially register for audit courses.
- iii. Preparation and participation in the classroom discussion and laboratory exercises for auditing students will be at the discretion of the instructor.
- iv. Auditing students are not required but may elect to take examinations or tests for audited classes.
- v. Students receive no credit for audited courses. Students may change an audit course to a credit course or change a credit course to an audit course, with proper approvals, before the 10th day of classes for a particular semester.
- vi. Auditing forms are available in the Registrar's Office or from department chairpersons.

E. Final Examinations

- i. Final examinations are required in all courses and are held at the close of each semester and summer session. Both faculty and students are expected to adhere to the printed schedule of examinations. Modifications to a final examination schedule shall only be considered in emergency situations and shall only be allowed with the approval of the relevant instructor, department chairperson and dean.
- ii. Students who are absent from a final examination, without an excuse, will receive a grade of "F" for the final examination.
- iii. Students who are absent from a final examination and produce a satisfactory excuse that is approved by the department chairperson and the appropriate dean will receive a grade of "I - incomplete" for the course.

F. Requests to Re-administer Final Exams for Graduating Seniors

- i. Graduating seniors, who receive a grade of "F" on a final exam but maintained a passing grade for a course prior to the final exam, may request permission to have the final exam re-administered for purposes of removing the failing grade. If the instructor grants permission, a second final exam will be administered to a graduating senior. This provision only applies to graduating seniors.
- ii. A passing grade from a second final exam must be recorded with the Registrar's Office and the second final examination administered to a graduating senior must also be submitted to the Registrar's Office before a student's name will be placed on the graduation list for the semester in question.