

# STOCKTON UNIVERSITY



## PROCEDURE

### Registration

Procedure Administrator: Registrar

Authority:

Effective Date: February 4, 1977; February 9, 1977; August 2, 2010

Index Cross-References: Policy II-6.1: Registration

Procedure File Number: 2033

Approved By: Dr. Herman J. Saatkamp, Jr., President

### I. PURPOSE:

To provide an efficient procedure for students to register for courses for a term based on their student status.

### II. PROCEDURE:

- A. The Schedule of Classes is available online. The date the schedule becomes viewable for the next term is posted in the Academic Calendar.
- B. Before the registration process begins for the next term, students are encouraged to meet with their preceptor to discuss completion of course requirements needed for their program of study. Preceptorial advising days are posted on the academic calendar.
- C. All students register for classes online through Stockton's portal or Self Service Banner.
  1. Currently enrolled matriculated students are given registration preference and may register for classes for the next term before newly admitted matriculated students and non-matriculated students.
    - a. Registration for currently enrolled matriculated students is based on grade level and the number of earned credits. Pre-registration dates and times are posted on the academic calendar.
  2. Newly admitted matriculated students may register online for classes during their scheduled Orientation. Newly admitted students will be notified of Orientation dates and times by the Office of Admissions.

3. Non-matriculated students may register for classes for the next term after all matriculated students have had the opportunity to register. Non-matriculated students will need to complete and submit the appropriate Non-Matriculated Registration form prior to course registration. Non-matriculated registration dates are posted on the academic calendar.
- D. All students may continue to make schedule adjustments during the drop/add period posted on the academic calendar. After the drop/add period, students may withdrawal from classes with a W grade and may be entitled to a partial refund if the withdrawal occurred within posted deadlines. Withdraw deadlines are posted on the academic calendar.
- E. Billing and Payment.
1. Registration will periodically be closed during a term to generate bills.
  2. Bills will be posted and viewable online. The Bursar's Office will notify students of payment due dates.
  3. Payments may be made online through Stockton's portal or Self-Service Banner and at the Bursar's Office.
  4. Courses may be subject to cancellation and late re-registration fees is payment is not made on time.

Approval History:

	Date
President	8/02/10