

# REGISTRATION

## THE REGISTRATION PROCESS

Registration periods, with published dates, are identified each semester and term. Complete registration instructions, procedures, and deadlines for which every student is fully responsible are detailed in the online registration materials. A student is officially registered and eligible to attend classes only when all procedures have been completed, including the payment of tuition and fees.

Basic information regarding registration, academic calendar, deadlines for adding or dropping classes, and the semester's listings of course offerings, the times and locations where the courses will be taught, and the final examination schedule are posted on the Linfield website.

## LAST DAY TO ENROLL IN A COURSE

- Students enrolled in programs following the Accelerated Semester Calendar may not enroll in a course after the end of the second week of a 10-week accelerated semester.
- Students enrolled in programs following the Standard Semester Calendar may not enroll in a semester-long course after two weeks, or in accelerated 6-8 week courses, January term, or summer term courses after the second class day. Students must enroll in intensive weekend-long courses before the end of the first day.

Please note that enrollment beyond the first week in any course may only occur with the explicit approval of the instructor via the online add form.

## DROPPING OR WITHDRAWING FROM COURSES

- Students enrolled in programs following the Accelerated Semester Calendar may drop a course before the end of the second week of a 10-week accelerated semester without any notation appearing on the transcript. Students withdrawing after the end of the second week and before the end of the seventh week of a 10-week accelerated semester will receive a withdrawal designation (W).
- Students enrolled in programs following the Standard Semester Calendar may drop a course before the end of the second week of a semester-long course or the end of the first week of an accelerated 6-8 week course, January term, or summer term course without any notation appearing on the transcript. Students must drop intensive weekend-long courses before the end of the first day to avoid a grade on the transcript. Students withdrawing after the end of the second and before the end of the 10th week of a semester-long course, or after the end of the first week and before the end of the third week of a January term course, before the end of the fifth week of an accelerated 6-8 week course, or before the end of the sixth week of a summer term, will receive a withdrawal designation (W) on the transcript. Withdrawal after the first day of intensive weekend-long courses is not generally permitted.

After the above dates, students may not withdraw from a course, unless they are withdrawing from all of their courses by taking a Leave of Absence or Withdrawal from the University.

## FULL-TIME / HALF-TIME STATUS

Linfield University defines full-time status for graduate students as enrollment for 6 or more credits and half-time status as enrollment in 3 or more credits. These status definitions apply for all purposes including but

not limited to financial aid, Veterans' educational benefits, scholarship certification, student visa status, and intercollegiate athletics.

Graduate and Undergraduate credits and credits for courses/semesters of differing lengths may not be combined to attain full- or half-time status, thus any graduate student who wishes to take classes outside of their program must consult with the Offices of Financial Aid and the Registrar.

## REPEATING A COURSE

Except as noted below, a student may retake any Linfield University course regardless of the grade already earned in that course, with the following provisos: the course must be repeated at Linfield and the student must obtain instructor or departmental permission. A course that has been repeated and for which the higher grade to date is C- or lower may not be repeated again. When a course is repeated, both grades appear on the transcript, but only the highest grade earned is used to calculate the cumulative graduate GPA. If credit was already earned for the course, no additional credit will be earned. The cumulative graduate GPA is recalculated and posted for the semester the course is repeated. Any lower grades are placed in parentheses ( ), and the course title is replaced with the repeat indicator as in the following example: course repeated: mm/dd/yyyy.

There is one exception:

A student may be refused permission to repeat a practice-based course in such fields as teacher education when, in the judgment of the faculty of those programs, the student's previous work in the course sufficiently violated professional and/or ethical standards so as to expose the faculty or the institution to charges of professional irresponsibility were it to be repeated. Evidence in support of such a judgment may include adverse evaluations of the student's work by agency personnel in the practice setting.

## AUDITING A COURSE

Auditing courses (attending without earning credit) is permitted in graduate courses at the discretion of the Program Director and Dean. The student will be charged a per credit audit fee for the course being audited. Per-credit audit fees are nonrefundable. All auditors must pay course fees. Recognition of an audit on the academic record signals that the student has been faithful in attending or participating in classes, as determined by the instructor. Failure to attend or participate regularly will be reported to the Office of the Registrar by the instructor, and the student will be administratively withdrawn from the course. No credits are earned for auditing courses.