

# REGISTRATION

## THE REGISTRATION PROCESS

- Students enrolled on the McMinnville campus are required to meet with and be cleared to register by their faculty advisor prior to every registration cycle.
- Online students and students in B.S.N. programs are encouraged to meet with their advisor before every registration cycle.

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.

## PREREQUISITES AND COURSES REQUIRING INSTRUCTOR CONSENT

Prerequisites are enforced when registering for courses. Prerequisites may be waived when the instructor deems that a student's background or other extenuating circumstances render the applicable prerequisite(s) unnecessary. If the instructor of the course is an adjunct faculty member, permission of the Department Chair must also be secured. Permission must be granted via an add form for students to take a course without having taken a prerequisite (including transfer courses without direct equivalency to the prerequisite course), and for courses that require instructor consent to register.

## 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 course after ten class days during a 15-week semester or after the second class day of 4-5 week January or 9-week summer term.

Please note that enrollment beyond the fifth class day in any course may only occur with the explicit approval of the instructor via 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 will receive a withdrawal designation (W).
- Students enrolled in programs following the Standard Semester Calendar may drop a course before the end of the third week of a 15-week semester or at the end of the first week of a 4-5 week January or 9-week summer term without any notation appearing on the transcript. Students withdrawing after the end of the third and

before the end of the 10th week of a fall or spring semester, or after the end of the first week and before the end of the third week of a January Term, or before the end of the sixth week of a summer term, will receive a withdrawal designation (W) on the transcript.

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.

## SEMESTER CREDITS

Normally, Linfield grants one semester credit for fifteen 50-minute periods of instruction (including discussion, testing, etc.) or the equivalent. Laboratories of two or three hours are considered the equivalent of one period of instruction.

## ATTENDANCE

Requirements for attendance are established by individual instructors consistent with faculty policies for excused absences for field trips and for participation in athletics, forensics, musical performances, and the like. Students are expected to be prompt and regular in attendance at all scheduled class meetings.

## NORMAL UNDERGRADUATE CREDIT LOAD and PROGRESS TOWARD A DEGREE

For fall or spring semester or summer term, 16 credits is the normal credit load for a full-time student. For January Term, 3-5 credits is the normal credit load. This policy is monitored at the point of registration (or at points when changes in registration occur) by the Office of the Registrar.

Degree-seeking undergraduate students should make progress toward their degree. In order for a full-time student to graduate in four years, they must earn an average of 32 credits per year. For further information about how satisfactory progress toward a degree affects financial aid eligibility, please refer to the "Satisfactory Academic Progress" policy in the financial aid section of this catalog.

## FULL-TIME / HALF-TIME STATUS

Linfield University defines full-time status for undergraduate students as enrollment for 12 or more credits. Half-time status is defined as enrollment in 6 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. Thus, for Pell Grants, Alaska Loans, and similar programs, an undergraduate must carry at least 12 credits to be certified as full time. Credits for courses/semesters of differing lengths are not combinable, thus students enrolled in a program offered on one calendar system (standard or accelerated) may not also enroll in courses on the other calendar. Only students who have earned 12 credits with differentiated grades (A-F) assigned may qualify for the Dean's List.

## OVERLOAD

- Students with a cumulative GPA below 3.500 must obtain an advisor's consent via an Add form to register for more than 16 credits.
- Students with a cumulative GPA of 3.500 or above may register for up to 18 credits without approval.
- Approval by an Academic Dean is required for loads above 18 credits and will be subject to a per credit overload tuition. Students must complete the online Request to Overload form. Requests must include the following:

- a. a written statement explaining the reason for the higher load request including the courses planned for;
- b. an unofficial transcript of work completed to date; and
- c. academic advisor's signature.

## 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 unless approved via a Petition for Exception to Policy. When a course is repeated, both grades appear on the transcript, but only the highest grade earned is used to calculate the cumulative GPA. If credit was already earned for the course, no additional credit will be earned. The cumulative 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 are three exceptions:

1. First Semester/First Year Seminar courses may not be repeated.
  - a. FIRST SEMESTER SEMINAR (IDST 007)
  - b. ONLINE FIRST YEAR SEMINAR (IDST 008)
  - c. FIRST SEMESTER TRANSFER STUDENT SEMINAR (IDST 009)
2. Inquiry Seminar and lab courses may not be repeated except in cases of a failing grade
  - a. INQUIRY SEMINAR (INQS 125) and INQS 125L
  - b. INQUIRY SEMINAR (INQS 126)
3. a student may be refused permission to repeat a practice-based course in such fields as Nursing or 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 on a space-available basis, with the consent of the instructor and the Office of the Registrar during the regular registration period. Auditing is not permitted in laboratory, paracurricular, or applied lesson courses. Students on the McMinnville or Portland Campuses who are enrolled for fewer than 12 credits or more than 18 credits will be charged a per credit audit fee for the course being audited. OCE students will be charged a per-credit audit fee for all audited courses. Per-credit fees are nonrefundable. All auditors must pay course fees, and these are refundable on the same schedule as all course fees. Recognition of an audit on the academic record signals that the student has been faithful in attending classes. Failure to attend 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.

## SPECIAL STUDENT STATUS

Special student status is granted to students admitted under special provision of the Student Policies Committee. The eligibility of special students for re-enrollment in the university is reviewed by the committee at the beginning of each semester. Special students must petition

the committee to be admitted to a degree program. A regular student who has been suspended for academic reasons may not normally be reinstated as a special student.

## CROSS REGISTRATION

### On-Campus Students

Students on the McMinnville or Portland campuses may register for one course of up to four credits per semester on the other campus as part of their course load and retain their fulltime status. No additional tuition will be charged for cross registration, unless the 18 credit maximum is exceeded. Scheduling and transportation are student responsibilities.

With the approval of their academic advisors, undergraduate students in on-campus programs may take a maximum of one course each fall and spring semester through Online and Continuing Education (OCE). The credits for the OCE course are considered as part of their normal course load (12-18 credits) with no additional tuition charges. Students who are registered in fewer than 12 credits or more than 18 credits will be charged the per-credit tuition that is applicable to their program. Online fees will also apply.

On-Campus students may take January or Summer Term courses through OCE with the approval of their advisors and pay the OCE tuition rate for these courses. Students may enroll in one 3-4 credit course and one paracurricular course (up to a maximum of 5 credits) during January Term. Students may enroll in summer courses with the same maximums as their home campus during Fall or Spring semesters.

### Online and Continuing Education Students

Students enrolled in Online and Continuing Education programs may enroll in courses on the McMinnville and Portland campuses. The tuition charges/fees will be those applicable to classes on that campus.

### Accelerated Calendar and Standard Calendar

Students enrolled in programs that follow the Accelerated Semester Calendar may not enroll in courses following the Standard Calendar, except in summer when the calendars are substantially similar. Similarly, students enrolled in programs that follow the Standard Calendar may not enroll in course following the Accelerated Calendar, except in summer. During the summer, a student may only enroll in courses following a single calendar.

### Cross-Registration with Another Institution

Without prior approval from the Office of the Registrar, Linfield students may not transfer courses/credits from another institution when the combination of transfer credits and Linfield credits would exceed the 18 credit maximum in one semester or 5 credit maximum for January term (or combination thereof).

### Oregon Alliance

With the approval of the registrars from both institutions, students enrolled full-time (12 credit minimum) may take a maximum of one on-campus course per semester at any other member institution of the Oregon Alliance of Independent Colleges and Universities with no additional tuition. Students are responsible for all course fees. Total credit limits for the semester are as in the previous paragraph.

Linfield University allows students who are enrolled as full-time (12-credit minimum) undergraduate students at any other member institution of the Oregon Alliance of Independent Colleges and Universities to take a

maximum of one on-campus course per semester with no tuition charges. Students are responsible for all course fees.

Details are available from the Office of the Registrar. Scheduling and transportation are student responsibilities.