

VI.14 REGISTRATION AND ENROLLMENT POLICIES

VI.14.1 Cross Registration

McMinnville and Portland 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, McMinnville or Portland students may take a maximum of one course per fall and spring semesters 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 McMinnville and Portland campus students.

McMinnville or Portland Campus students may take OCE courses through Summer Term or January Term and pay the OCE tuition rate for these courses. Students may enroll in a maximum of one academic course and one paracurricular during January Term and if both are taken, they must be taken from a single campus: Portland, McMinnville, or OCE. 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.

Oregon Alliance

Students enrolled full-time (12-credit minimum) may take a maximum of one course per semester at any other member institution of the Oregon Alliance of Independent Colleges and Universities with no additional tuition. Credit limits are as in the previous paragraph. Details are available from the Office of the Registrar.

VI.14.2 Adding, Dropping, and Withdrawing from Courses

Students may ADD or DROP a course through the end of the fifth day of the semester without the use of the online ADD/DROP system. ADDs between the fifth and tenth day of the semester require approval of the course instructor and the student's faculty advisor. In January term, the forms must be completed by the second day of January Term and require instructor permission. Faculty are not obligated to allow a student to add any course past the fifth day of classes in a regular semester or the second day of course in January term. All DROPs in registration must be made within the first three weeks of each semester or the first week of the January Term if students wish the courses not to appear on their transcripts. Students withdrawing after the end of the third week and before the end of the tenth week of a semester, or after the end of the first week and before the end of the third week of January Term, will receive a mark of W. Students may not withdraw from a course after the end of the tenth week of a semester or after the end of the third week of January Term.

Registration (<https://catalog.linfield.edu/academic-policies-procedures/graduate/registration/>)

VI.14.3 Auditing Courses

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 fee for the course being audited. OCE students will be charged a per-credit fee for all audited courses. All of these fees are nonrefundable. All auditors must pay course fees, but 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.

VI.14.4 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 except by successful petition. When a course is repeated, students receive the higher grade earned, but no additional credit. 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.

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There are three exceptions to the above policy: (a) First Semester Seminar (IDST 007), Online First Year Seminar (IDST 008), and First Semester Transfer Student Seminar (IDST 009) may not be repeated; (b) INQS 125/126 Inquiry Seminar may not be repeated except in cases of a failing grade; and (c) 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.

VI.14.5 Withdrawal from Linfield University

Students may voluntarily withdraw in good standing from the university at any time if there are no disciplinary actions pending against them and if their financial obligations have been satisfied. Notification of withdrawal must be made in writing to the Dean of Students, the faculty advisor, and the registrar. Transcripts will not be forwarded or furnished until the controller of the university has certified to the registrar the fulfillment of all financial obligations.