Registration Procedures

A schedule of classes is published online every semester in advance of each registration period, indicating courses offered, times, instructors, and room assignments. Registration procedures are available online at www.uvu.edu.

Special Notice to Students

It is the responsibility of the student to verify registration accuracy and completeness.

University Advanced Standing Requirement

Before students can register for upper-division coursework (3000 or higher), they must qualify for University Advanced Standing (UAS) by:

- Completing, and/or transferring in, at least 24 credits of college-level coursework (1000 or higher);
- Having a cumulative GPA of 2.0 or higher;
- Complete MAT 1030 or higher and ENGL 2010, 2020 or equivalent.

Academic departments may also establish additional advanced standing requirements that must be met before students will be allowed to enroll in upper-division courses within their disciplines.

Change of Registration (Add/Drops)

After initial registration, students may modify their schedules by adding, dropping, or changing to audit. The Semester Student Timetable specifies the time period when changes may be made.

If a class is full and has a Wait List option, students may add themselves to the Wait List. A Wait List is an electronic list of students who want to enroll in a course that has reached maximum capacity (closed). Wait List is first come, first serve according to the date and time the student selects the Wait List option.

Beginning the first day of the semester students may add open classes without a fee or approval. After the deadline noted on the Semester Student Timetable students wishing to add a class must obtain instructor and department approval and pay the corresponding fee. Students may not attend classes for which they are not officially enrolled.

After obtaining the instructor and department approvals, the student may add the class(es) and then pay appropriate tuition/fees.

Students may drop and withdraw from classes according to the dates and deadlines posted on the Semester Student Timetable. Classes may be dropped and not appear on the transcript through the drop deadline. After the last day to drop noted on the Semester Student Timetable, a grade of "W" will appear on the transcript for all official withdrawals and students will be responsible for tuition and fees. Withdrawing from a course after the last day to withdraw deadline may only be for extenuating circumstances and not solely for academic difficulty, and requires the signature of the department chair with a department approval stamp. Such changes to a student’s schedule may adversely affect current and future financial aid, scholarships and/or refunds. Students are cautioned to see a financial aid advisor before attempting to completely withdraw from school. A “W” grade could impact a student’s satisfactory academic progress with the Financial Aid and Scholarships Office.

Students who add classes must pay appropriate tuition/fees, for any additional credit, by the published dates on the Semester Student Timetable.

Administrative Drops and Withdrawals

Students may be dropped or withdrawn from classes by the administration if they: 1. Register, but do not attend courses within the first three days of a semester; 2. Register for courses for which they have not completed prerequisites; 3. Neglect to pay tuition and fees for any given semester/term by the deadline published in the Student Timetable; or 4. Other administrative reasons. Such changes to a student’s schedule could affect financial aid, scholarships, and/or refunds.

Auditing

Students may choose to register for classes on an audit basis (register for classes as a “listener” without receiving credit). Tuition, registration times and add/drop criteria are the same as for regular class registration. For an audit, the student must complete and sign an “audit form” at One Stop. Audits may only be requested through the audit deadline specified on the Semester Student Timetable. Students may not change from audit to credit status.

Classes appear as “AU” (audit) on the official transcript. Since they are noncredit, they do not count in the credit load for foreign students, veterans, students receiving financial aid, etc.; nor do they fill graduation requirements.

Students may not challenge courses that they have audited. An incomplete grade may not be made up by repeating the class for audit.

Noncredit Continuing Education Unit (CEU)

The Division of Continuing Education offers a variety of courses and programs for life-long learning. Many of these programs are offered under a noncredit option. The Continuing Education Unit (CEU) is a means for measuring and recording noncredit study.