LATE REGISTRATION

FREQUENTLY ASKED QUESTIONS

WHY ARE WE DOING AWAY WITH PAPER ADD CARDS?

Add cards were created to provide a way for students to register late, on an exception basis, over 30 years ago. We now have systems that can help us streamline and track the approval process, prevent forgery, and most importantly, encourage students to be in class on the first day so that they have a better chance to succeed.

HOW MUCH WILL STUDENTS PAY TO ADD A CLASS LATE?

It depends on when they actually register for the class, and whether it’s a full-term or block class, etc. There are two different fees. The initial fee for late adds is $10 per class and is charged based on the actual date the class is added. After the last day to add classes, the fee increases to $30 per class and requires a special exception form with instructor, department, and dean’s approval. See the student timetable for more information on exact dates for each semester/block at www.uvu.edu/calendar.

WHAT ABOUT CLASSES THAT ARE NOT SCHEDULED FOR THE FULL SEMESTER?

The dates for late registration are set relative to the length of the class and the class start date. For specific dates, see the student timetable at www.uvu.edu/calendar, or contact One Stop or the Registrar’s office.

WHO APPROVES THE LATE REGISTRATION?

If the student adds during the late registration period ($10 fee), the instructor for that section must approve a late registration and request that it be approved by the department via e-mail. If the student is adding after the last day to add, the instructor, department and dean must approve the late registration on a Late Registration Exception Form.

WHY DOES THE INSTRUCTOR HAVE TO REVIEW STUDENT REQUESTS TO ADD A CLASS LATE?

The instructor can assess the student’s ability to catch up in their class and has the right to require students to be registered the first day. The instructor is aware of the work required in their course and is the one that will be able to decide if the student can or cannot get up to speed.

HOW SHOULD THE INSTRUCTOR SUBMIT REQUESTS FOR LATE REGISTRATION ON BEHALF OF THEIR STUDENTS?

The instructor should email the course advisor with the student’s name, UVID, and the CRN for the course the student is trying to add. If the instructor believes that pre-requisites should be waived for the student, this must be noted. Departments approve the waiver of pre-requisites on a case-by-case basis, and in accordance with their policy and procedure.

WHAT ROLE DOES THE ADVISOR HAVE IN THE APPROVAL PROCESS?

The role of the advisor is to add the department approval override, after receiving e-mail verification from the instructor. These requests may not be made on paper, but must come from the instructor’s campus e-mail account to insure validity and facilitate the process.
WHICH ADVISOR WILL APPROVE A LATE REGISTRATION: THE STUDENT’S MAJOR ADVISOR, OR THE COURSE DEPARTMENT ADVISOR?

The advisor (or department chair) of the course that the student is adding will approve a late registration and add the override. Remember, advisors can only place overrides for courses that are in their department.

HOW LONG SHOULD STUDENTS EXPECT TO WAIT AFTER THEY REQUEST THE APPROVAL BEFORE THEY CAN REGISTER ONLINE?

Students should plan for overrides to be entered in the system within two business days. The student must still have time to login to UVLink and register, so it’s important that students request approval to register before the last day to add. Instructors and departments may want to require that a late registration exception be initiated if it is not reasonable to enter the override and allow the student to register before 5 pm on the last day to add.

WHEN DOES A STUDENT NEED TO USE A LATE REGISTRATION EXCEPTION FORM TO REGISTER?

After the last day to add noted in the Student Timetable, a student will need to request a Late Registration Exception Form from the academic advisor to register for any course. The student will need to get instructor, department chair, and dean’s approval.

HOW DOES A STUDENT OBTAIN A LATE REGISTRATION EXCEPTION FORM?

The Late Registration Exception Form may only be obtained from the department chair or advisor. One Stop will not provide these forms, as a registration that occurs this late in the semester must be initiated by the department.

HOW DO STUDENTS PAY THE LATE FEES?

The late add fee will be added to the student’s bill within one business day after registering for the course. If a student does not pay the add fee, they may encounter a hold or be sent to collections.

WHO CAN WAIVE THE FEES FOR STUDENTS?

Only the dean may request that late registration fees be waived for extenuating circumstances, on a case-by-case basis.

HOW DO WE WAIVE PRE-REQUISITES FOR A CLASS?

The late add process does not waive any pre-requisites for a class. The purpose of the late registration process is to allow students who meet the requirements into the course, after the last day to add. If the instructor and department are fine with the student taking the course without the required pre-requisite, then an override will need to be added for that particular section of a course.

WHY DID THE LAST DAY TO DROP WITH 100% REFUND CHANGE?

The primary reason is to encourage students who are already registered in a course and are planning to drop, to do so earlier in the semester so that the seats can be taken by students who are serious about attending.

ARE THERE COURSES EXEMPT FROM THE LATE REGISTRATION FEE?

Courses such as internships and private lessons and performance ensembles are exempt from the $10 late fee because of the nature of these courses and the time it takes to select students for registration. No courses are exempt from the $30 late fee.
## HOW CAN COURSES RECEIVE AN EXEMPTION FROM THE 10$ LATE REGISTRATION FEE?

Any new requests for exemptions must be approved by the appropriate dean and the Sr. VP for Academic Affairs.

## WHAT ABOUT HIGH SCHOOL CONCURRENT ENROLLMENT CLASSES? ARE THEY SUBJECT TO THESE DATES AND FEES?

No. Course sections that are restricted to students in the High School Concurrent Enrollment program are not subject to these late registration dates or fees.

## HOW DO INTERNSHIP STUDENTS ADD THEIR CLASS AFTER THE CUT-OFF DATES?

Some internships start much later than the third week. In these cases, the department should schedule an internship class section that has start and stop dates that are more in accordance with the actual internship. For example, if a student finds an internship after five weeks into the full semester, the department should consider creating a 2nd Block internship section for this student.

## DO ALL DEPARTMENTS ALLOW LATE REGISTRATION?

No. Students must contact the instructor or the department to find out whether they will accept late registration requests for their courses.