

REGISTRATION

Students are responsible for planning their own programs and for completing course sequences and degree requirements. In planning each quarter's course of studies, students should remember that required courses take precedence over elective courses, and that some advanced courses have pre-requisites that must be completed first. Students should be guided by their interests or needs where electives are indicated. A student regularly employed is advised to discuss their course load for each quarter with an advisor prior to registration. Advisors are available to assist students in planning programs and schedules.

General Regulations

1. Students can add, drop, or swap classes via Campus Connect. It is the student's responsibility to verify that the transaction has been processed.
2. Students will receive credit only for classes for which they are registered.
3. Students who are not on the class roster are responsible for completing the steps necessary to resolve the issue. It is not the responsibility of the instructors to resolve the problem.
4. Student must officially register for classes by the stated deadline. For 10-week classes, the deadline is the end of the first week of the term. In addition, students should consult individual college regulations regarding special registrations (e.g., independent studies, internships, etc.).
5. The University is required to report enrollment and attendance to fulfill requirements established by several governmental agencies. To satisfy these requirements, it is University policy that attendance will be monitored in all classes. Each school or college maintains additional specific policies concerning attendance. Students should become familiar with these policies. Promptness is expected of a student for all class sessions. Tardiness of more than ten minutes is generally to be considered by the instructor as an absence.
6. Students' status at the university will be changed from "active" to "discontinued" if:
 - a. There is no enrollment in the term of admittance.
 - b. There is no registration activity for three consecutive quarters - excluding summers - in which case these students must seek readmission;
 - c. No progress has been made towards their degree for three consecutive terms, excluding summers. (Candidates for theses and students on year-long study abroad programs are excluded from this rule.)
7. Students who have been "discontinued," must apply and be approved for readmission to continue their studies.

Academic Calendar Formulas

Academic calendar deadline dates are based on the following formulas. These formulas are particularly important for classes that meet outside the standard (10 week term plus finals week) start and end dates for a term. Please consult your college office for specific dates relevant to your class.

- Students may not add classes after 10% of the scheduled class has elapsed.

- Students who drop a class or classes after 20% of the scheduled class has elapsed will be responsible for 100% tuition and a grade of W will be assigned.
- Students may not select a Pass/Fail grading option after 20% of the scheduled class has elapsed.
- Students may not select Audit (non-credit) grading option after 30% of the scheduled class has elapsed.
- Students may not withdraw from classes after 70% of the scheduled class has elapsed.

College/School Regulations

- Students may audit classes only with permission of their advisor or college office. Students may not change from the status of credit to audit or vice-versa after 30% of the term has elapsed (the third week of class for a 10 week class). Full tuition is assessed for audited classes.
- Students interested in earning credit in transfer must obtain approval from their college office prior to registration at the other institution.
- Extension courses taught through other accredited institutions are accepted only when the sponsoring institution itself conducts the courses and certifies the grade and credit through an official transcript. A DePaul degree-seeking student must obtain the written permission of the dean of their college before enrolling in an extension course.