

REGISTRATION

Advisement

Before initial registration, the student would be well advised to consult with the faculty member in charge of the program to which the student has been admitted or with an assigned advisor for advice in developing a program of study that leads to the desired degree. The ultimate responsibility for selection of graduate courses, based upon the requirements of the student's program as set forth in the Catalog, remains with the student. Continued consultation with the advisor is encouraged. Because of the nature of certain programs, an advisor may require consultation before each registration.

Registration Procedure

All Youngstown State University class registration takes place online through the MyYSU Portal (<http://my.yzu.edu>). Registration days and times are determined by a student's classification and earned hours completed. Registration dates and appointment times for current students are determined by the Office of the Registrar and available to view on the MyYSU Portal under e-Services for Students - Important Dates. All significant dates are also listed on the Registrar's website and on the MyYSU Portal announcements for each specific semester. Registration requires that the student agrees to pay all tuition and fees associated with the registration. Failure to withdraw during the 100% refund period does not release the student from his or her financial obligation incurred by registration. Assistance with all registration related functions can be found at the Student One Stop located on the second floor of Meshel Hall (Phone: (330) 941-6000, Email: onestop@yzu.edu).

Change of Registration

Students may change their registration up to the last day to add a class. All dates are available on the /MyYSU/ Portal.

Withdrawal from a course must be accomplished through the online registration system. Failure to attend class or notification to an instructor is insufficient. A grade of F will be recorded unless a student officially withdraws.

Complete Withdrawal of Registration

The student who wishes to withdraw from all classes in a particular semester must also process this through the /MyYSU/portal (<http://my.yzu.edu>). If a student withdraws from all classes during the first two weeks of the semester, the academic record will contain the statement, "Student completely withdrew during the first two weeks of the semester."

Cross-Registration of Courses Among Northeast Ohio Public Universities

Under specific circumstances, a graduate student may take one or more graduate courses at Cleveland State University, Kent State University, The University of Akron, NEOMED, Ohio University, or Youngstown State University without registering as a transient student at the university delivering instruction. The course should contribute to the student's program of study and be unavailable when needed to complete the student's program at the student's home institution. The student must be in good standing (GPA > 3.0) and be within the time limits for completion of the program. The graduate program unit at the student's home institution will establish a graduate special topics or independent study course identification capable of being tagged by the home university with a title that will correspond to the course title at the host university and with the initials of that university (i.e., CSU, KSU, or UA). Registration for such a course is controlled by the home department and will be permitted only upon receipt of the Approval for Acceptance of Course Work at Northeast Ohio Public Universities form, which is available on the graduate school's website: www.yzu.edu/gradcollege (<http://www.yzu.edu/gradschool>). Any department that has no established special topics or independent study course may not participate in this cross-registration program.