**COURSE 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.

**Course Registration**

Course registration for summer, fall and spring semesters is accomplished at several times and posted on the Office of the Registrar website. During the fall and spring semesters (in November and April), a two-week priority registration period is held for currently enrolled students to register for the subsequent semester. An open registration period begins after the priority weeks and remains open through the last day to add a course for the semester.

**Course Status**

Course:

The term course and class are used interchangeably at the university and is defined as learning for credit by a qualified instructor with regular and substantive student-instructor interaction.

Class Hour:

The class hour is a weekly 50-minute period and is the basic unit of instruction.

Semester Hour:

The term “semester hour” (s.h.) signifies one class hour a week carried for one full semester (or the equivalent in a part of term, summer term or flexibly-scheduled class). A semester hour of credit (also known as credit hour) is the amount of credit given for one semester hour successfully completed. Eachsemester hour of credit represents an average of three hours of study and instruction per week through the term. Alternatively, a web-based semester hour will be defined as the learning that takes place in at least 45 hours of learning activities, which include time in reviewing lectures or class meetings online, laboratories, examinations, presentations, tutorials, preparation, reading, studying, hands-on experiences, and other learning activities or a demonstration by the student of learning equivalent to that established as the expected product of such a period of study.

**COURSE NUMBERING SYSTEM**

5800-5899 Swing Courses*

6900-7999 Graduate

8000+ Doctoral

*Courses can be taken at either undergraduate or graduate level.

**Enrollment Status**

Current Student:

Enrollment is defined as consisting of three major components: admission to the university, course registration, and payment of all assessed tuition and fees. A currently enrolled student is defined as one who is enrolled past the fourteenth day of the full-term or seventh day of an eight week or less part of term. Students who are considered current for a term, but do not register for the subsequent term, will still be notified about priority registration for two subsequent semesters. A student is no longer considered current or active if they have not enrolled for three consecutive semesters.

Full-Time Student:

A full-time graduate student is defined as one who is registered for at least 12.9 semester credit hours during a semester. Full-time enrollment for federal financial aid is always defined as 12 semester credit hours, including summer semester. Full-time tuition bulk rate is always defined as enrollment for 12 to 18 semester credit hours.

**Enrollment Verification**

The National Student Clearinghouse serves as the university’s authorized agent for enrollment and degree verification. The clearinghouse receives data electronically from YSU and dispenses the information electronically to requesting lending institutions, prospective employers, background investigation firms, and credit granting agencies. Students may also find that they need a letter from the university as proof of enrollment for things including but not limited to professional associations, licensure, insurance, and loans. The Office of the Registrar is responsible for verifying student enrollment status and can provide students with an enrollment verification letter. The office maintains both current and past records of enrollment, but cannot verify future enrollment. Students may request a letter in the Penguin Portal. The letter will be printed the next business day and will list the student’s enrollment status (i.e., full-time) for the term requested, anticipated graduation date, and start and stop dates of the term. An enrollment verification letter does not include courses taken or grades attained; an official transcript should be requested to verify this type of information.

**Process/Procedure**

All course registration takes place online through the Penguin Portal and students may not attend a course unless they have registered for that course. Course registration is defined as adding a class, dropping a class, or completely withdrawing from all classes. Initial course registration and schedule adjustments must be completed before the last day to add a course or the last day to withdraw deadlines for the term/part of term. Detailed instructions on registration, including how to use waitlist, add/drop courses, change a grade mode or variable credit hours, or complete withdrawal are available on the Penguin Service Center website.

In general, students should follow the steps listed below to complete the registration process each semester:

- Run a program audit to review remaining course requirements and/or complete an academic advisement session, as necessary
- Review the schedule of classes in the Penguin Portal
- Register for classes in the Penguin Portal
- Check financial aid requirements for eligibility and accept available aid in the Penguin Portal
- View and pay charges in the Penguin Portal
- Review course schedule in the Penguin Portal prior to first day of classes
- Review and adhere to academic calendar deadlines on the Office of the Registrar’s website

**Check Registration Status:**

There are various reasons a student could have a hold on their record preventing them from completing registration. Students should check their registration status in the Penguin Portal prior to registration. If there is a hold on the student’s account, it will indicate if it will prevent registration and a phone number of where to call to resolve the issue will be listed in the description. If an academic advisement hold is listed, students should make an appointment with their assigned advisor as promptly as possible. Each academic department or college has a procedure for assigning a student to a faculty or staff advisor. For advisement requirements, please review the advisement section of the catalog.
Course Registration

Pay Attention to Registration Error Messages:

Some courses have prerequisites or requirements that students must meet in order to enroll in their courses. If a student receives an error message while registering for a course, note the message and contact the academic department of the course or the Penguin Service Center for assistance; students will find that they may need an override to be placed on their account before completing the registration process.

Closed Classes:

Departments set limits to the number of students that can be accommodated in each section. During the registration period, many class sections become filled. These sections are labeled with a "C" in the schedule of classes and called "Closed," which means that no more students will be admitted to the course section. Students should use the waitlist option to obtain entry into the course; instructions on how to waitlist are available on the website. Only the department chair offering the course can admit a student to a closed class or reopen a closed class.

Variable Credit Hour Classes:

Certain courses have variable credit hours which is a range of credits for which the course can be taken. Students wishing to register for such a course may do so after consulting with the department offering the course to determine the number of hours for which to register. The last day to add a class is also the last day to change a variable credit hour course's hours.

Change of Registration:

It is recommended that students consult with their advisor prior to changing their schedules or completely withdrawing for the semester to review how those decisions may affect degree completion. Students may add, drop, or withdraw through the Penguin Portal according to the semester's published deadlines in the academic calendar.

CONTACT FOR QUESTIONS/CONCERNS

Office: Penguin Service Center
Location: Meshel Hall
Website: https://ysu.edu/penguin-service-center and https://ysu.edu/registrar-office