

# REGISTRATION

Registration consists of completing academic enrollment and paying Tuition and Fees (<https://catalog.rose-hulman.edu/rules-procedures/tuition-fees/>).

## General Stipulations

1. For all students except entering freshmen and entering Transfer Students (<https://catalog.rose-hulman.edu/rules-procedures/transfer-students/>), registration normally takes place in the 6th week of the preceding term.
2. All students will register for classes at the appointed time and date (<https://www.rose-hulman.edu/campus-life/student-services/registrar/academic-calendars.html>) specified by the Dean of the Faculty and the Registrar.
3. Arrangements for the payment of tuition and fees must be made prior to 4:00 P.M. on the Friday preceding the first day of classes in the term. Exceptions to this rule may be granted by the Dean of Students or the Director of Financial Aid.
4. No credit will be given for any course for which the student has not registered, the one exception being Credit By Examination (<https://catalog.rose-hulman.edu/rules-procedures/credit-examination/>).

## Deadline for Late Registration

Registration must be completed prior to 4:00 P.M. on the third day of class of the term for which the student is enrolling. Exception to this rule may be granted only by the Admissions and Standing Committee (or the Registrar as the Committee's designated representative).

## Student's Course Schedule

A student's schedule of courses for each new term must be approved by the advisor before Registration and may not be changed without the advisor's approval. The schedule should be in agreement with the requirements for that term in the published or prevailing curriculum in the field of the student's major. Exceptions are permitted for uncompleted required courses, which should take precedence. Other exceptions are strongly discouraged due to ultimate scheduling difficulties that will arise in future terms, since the "Schedule of Classes" for each term is made up in accordance with the published curricula. Departures from the established curricula are permitted for those classified (<https://catalog.rose-hulman.edu/rules-procedures/classification-students/>)#as Special Students.

## Prerequisites

No course may be scheduled by a student unless the established prerequisites for that course have been satisfied. For an exception to this policy, the student must complete a "Prerequisite Exception Approval Form" available in the Registrar's office. Also see course by-passing in the Credit By Examination (<https://catalog.rose-hulman.edu/rules-procedures/credit-examination/>) section.

## Registration Day Procedure

Exact details of the Registration Day procedure are contained in the "Schedule of Classes," distributed each term prior to Registration (<https://catalog.rose-hulman.edu/rules-procedures/classification-students/>).

## Exceptions & Questions

Consult the Office of the Registrar.