REGISTRATION

Policy Statement

Students must follow procedures set in place for registration for classes.

Reason for Policy/Purpose

This policy is required for the effective communication of university policy regarding registration.

Who Needs to Know This Policy

All members of The University of Southern Mississippi community.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-stua-reg-012

Definitions

Policy/Procedures

ADD A CLASS

You may use SOAR to add a class during the published add periods. (See Calendar of Registration Activities for specific deadlines.) To add after the deadline has passed, a Permission to Add/Drop form must be signed by the instructor and director/chair of the course and submitted to the Office of the University Registrar to complete the process. Note: Additional tuition fees may be assessed.
DROPPING A CLASS
1. “Within the scheduled add/drop period” means you have completed registration, paid the required fees, and now want to drop a course. Refer to the Calendar of Registration Activities for locations, dates and times.
2. “Without academic penalty” means you dropped the course prior to the published deadline. You do not need permission from anyone to drop a course during this period unless the class has “Drop consent required.”
3. “After the last day to drop without academic penalty” means you must have the Permission to Drop/Add After Deadline form signed by the instructor and director/ chair of the course. (This form is available in the departments or in the Office of the University Registrar or Graduate School for non-degree graduate students.) This signed form must be brought to the Office of the University Registrar to complete the process by the dates as stated in the Calendar of Registration Activities.
4. Dropping your one and only course means you are actually withdrawing from the university for the semester. See the procedures for “Drop All Courses” link under My Classes > Drop in SOAR Student Center.
5. DROPPING ALL COURSES OR WITHDRAWING

“Withdrawing” means you want to leave the university at that point in the semester and will not be enrolled in any courses for the remainder of the semester. “Dropping” a class means you want to withdraw from that particular course only. You are never automatically dropped or withdrawn from a class for nonattendance. You must complete the proper process to make sure that your academic record reflects the correct action.

If you find it necessary to leave the university, you may request to drop all courses for a specific term (withdrawing) via your SOAR account using the “Drop All Courses” link under My Classes > Drop in your Student Center.

Upon your request, an e-mail is automatically generated to you, your academic adviser, department chair and other university staff. They will review your request and attempt to contact you within 1-3 business days to assist you with your request. Upon review and approval by the dean of your college, your request will be processed as of the date of the request. You will receive a final e-mail of your request with the necessary steps to re-enroll at Southern Miss in future terms.

NOTE: If one of your classes has already ended, you are not able to withdraw from the university for the semester, but you may be able to drop the individual remaining courses via SOAR or via Permission to Drop/Add After Deadline form.

After withdrawing, you do not have to reapply for admission if you return the next semester. If you withdraw prior to the deadline for dropping classes, you will not receive any grades. Your records will indicate date of withdrawal only. If you withdraw after the deadline for dropping courses, your instructors will assign grades of “WP” or “WF” on their final grade rosters.

AUTOMATIC CANCELLATION OF REGISTRATION ACADEMIC SUSPENSION
In the event you are placed on academic suspension after you have pre-registered for the subsequent term, your subsequent semester courses will be dropped if you are not reinstated prior to the start of the next term. To be reinstated, you will be required to petition the appeals committee or dean of your major. If reinstated, you will need to take the suspension clearance form to the Office of the University Registrar.

**Admissions Dismissal:** If you were admitted on probation and do not meet clear admission criteria during your first semester, you could be placed on admissions dismissal. If placed on admissions dismissal, you must enroll at another institution and improve your grade point average and return meeting full admissions transfer criteria.

**Missing Prerequisite:** You will be registering for a future semester prior to receiving grades for the current semester. If you do not complete the prerequisite course(s) that is required for a subsequent course, you should change your class schedule. You have the responsibility to evaluate your registration class selections in light of your grades at the end of the semester and make any necessary changes during the add/drop periods. Consult with your academic adviser prior to making any adjustments in your class schedule.

**Mandatory Attendance of First Class:** Some classes that are in high demand require that you attend the first day or you will be dropped from the class roster.

**FACULTY-STAFF REGISTRATION PROCEDURES**

Members of Southern Miss’ faculty and staff should follow the procedures listed below for success in registration:

1. If currently enrolled, see your academic adviser and pick up your Advisement and Registration Appointment form in the departmental office of your major. If you are a new or former student, apply or reapply for admission in the Office of Admissions or the Graduate School if a graduate student. Once admitted or readmitted, you will receive your Advisement and Registration Appointment form.

2. Pick up your Faculty-Staff Permit to Register for Free Courses form from the Office of Human Resources. Have it signed by your immediate supervisor.

3. Return your approved Faculty-Staff Permit to Register for Free Courses form to the Office of Human Resources. Allow enough time for Human Resources to update your file before you try to register.

4. Register for your class(es) by SOAR during your appointment window (see your Advisement and Registration Appointment form for appointment window date and time) or in person at open registration.

Students must pay minimum payment by due date or an additional pre-registration fee of $100 will be added to their account. Classes are still subject to be dropped at a later date for non-payment.
Review

The Registrar is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

Forms/Instructions

N/A

Appendices

N/A

Related Information

N/A

History

11/01/11: Formatted for Institutional Policies page.
02/26/13: Formatted for template. Minor editing throughout.
Amendments: Month, Day, Year – summary of changes
Authorization

REGISTRATION
STUA-REG-000-012

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

[Signature]  
Responsible Officer

03-15-2013  
Date