



Standards and Practices

Schedule Adjustment Period

MONITOR: Provost/ Vice President for Academic Affairs

AUTHORIZATION: Academic Leadership Council/Executive Management Committee

PURPOSE: To encourage timely registration and ensure sufficient access to courses by all students. This effort is meant to support academic progress, retention and successful completion of all program requirements.

REVIEWED BY: Provost/ Vice President for Academic Affairs; Vice President for University and Student Affairs; Vice President for Administration and General Counsel; Associate Vice President of Enrollment Management; Director of Student Affairs; Registrar

AUTHORIZATION DATE: 6/10/2016

REVISION DATE(S): N/A

NEXT REVIEW DATE: August 2017

STANDARD

Students are expected to make all necessary arrangements to prepare and plan for timely registration in each trimester in order to ensure access to courses and academic progress. In this light, consistent standards of registration and approved deadlines have been implemented for three different groups of students:

- Current students who have registered in a previous trimester;

- Early confirmed new students – students who have confirmed their intent to enroll at MUIH prior to the late confirmation date. This date can be found on the universal academic calendar for all trimesters.
- Late confirmed new students – students who have confirmed their intent to enroll at MUIH after the first day of the late confirmed student registration period and before the end of the admissions confirmation deadline.

Schedule Adjustment Period

There is a planned period of time during which students can continue to adjust and adapt their schedules by adding or dropping courses. The schedule adjustment period runs from the first day (Sunday) of each trimester through Thursday of the first week of the trimester. Late confirmed students may register without penalty through the Schedule Adjustment Period. A fee is assessed to other students who register during the schedule adjustment period as follows:

- Current students - \$150 per course
- Early confirmed students - \$150 per course

PRACTICE

A Registration Guide is available to students before the start of registration for each term. This document outlines the specific applicable dates regarding registration and the fees associated for each group of students. These dates can also be found on the University Academic Calendar.

In general, current and early confirmed students are expected to register for courses in advance of the start of each trimester. Current and early confirmed students are given priority registration, beginning on the first day of registration each term.

Late confirmed students may register for available courses from their confirmation date through the last day of the Schedule Adjustment Period without incurring fees.

Students who are waitlisted for courses will not incur late fees, if a course becomes available after the specified registration period ends.

Census dates each term will be the first Friday of the first week of class.