

# Registration

## REGISTRATION POLICIES AND PROCEDURES

All students must register by the beginning of classes for each semester. Students may register by phone or on the web. Information regarding dates, times and procedures for using either the phone or web systems may be found in the Schedule of Classes published by the University Registrar's office or on the web at [www.registrar.tulane.edu](http://www.registrar.tulane.edu). Preliminary schedules are published in March for the Summer and Fall semesters and in November for the Spring. The schedule is also available on the web; it is updated twice daily.

Currently enrolled students are given first opportunity to register for upcoming semesters during a priority registration period. After the priority period closes, any student (new or continuing) admitted for the term may register.

The convenience of registration by phone or on the web coupled with the mailing of tuition bills to a student's home greatly reduces the time each student must spend on campus dealing with administrative details. However, students must know that by registering they assume full financial responsibility for keeping the University informed of any address changes so that bills and priority registration materials may be delivered promptly.

Students should also be aware of the requirements set out in the Schedule of Classes for confirming their selected courses. In addition, they must consult the academic calendar in the Schedule of Classes when adding or dropping courses once the term has begun. Failure to heed the dates set forth in the official calendar could result in academic or financial penalty.

## NEWLY ADMITTED STUDENTS

Newly admitted students will receive by mail a packet which includes all the information materials needed to register for courses. In certain cases the Schedule of Classes included in these mailings may be abbreviated; the one for new freshmen registering during the summer will only contain courses appropriate for the first year. The new student packet will indicate when the student may select classes, and it usually includes information on any kind of placement decision that is needed.

Students registering at Tulane for the first time are required to see their academic advisor before classes begin to make needed adjustments in the courses previously selected as well as to discuss academic options in general. This is not required for students in the School of Engineering.

## **ADDRESS CHANGES**

It is the responsibility of the student to keep the university notified of any change in address. Many of the important documents that students need are now sent to them using the addresses they provide. These include: priority registration material, grade reports, bills, and notices concerning academic action. Therefore it is essential that any change in address be reported to the University Registrar's office as soon as possible. (Note: Billing address changes should be made in Accounts Receivable.)

## **WITHDRAWAL**

### **Voluntary**

A student who has registered for a semester and plans to withdraw from the division must inform the associate dean. After appropriate action has been completed with the dean, confirmation of withdrawal will be sent to the student and to his or her parent or guardian. The official date of the withdrawal from the division must be approved by the associate dean and usually is the date of formal notification. The withdrawal date is important for determining possible refunds. Students who officially have withdrawn from the division cannot reside on campus and must surrender their student identification cards at the time of withdrawal. (See divisional sections for further information.)

After the last day to drop courses, a student withdrawing from the division without adequate reason, as determined by the associate dean, will receive WF grades. A W grade will be recorded if withdrawal has been approved for medical reasons.

### **Medical**

A withdrawal from courses for medical reasons requires an official letter of recommendation from a physician in the Student Health Center and the approval of the dean. Students needing a medical withdrawal should, if possible, report to the associate dean before going to the health service for an evaluation. Medical withdrawal letters issued by the Student Health Center should be delivered to the Associate Dean's Office within 48 hours after they are issued. W grades are assigned when a student withdraws from one or more courses for medical reasons after the last day to drop without record.

A partial medical withdrawal (from some but not all courses) or incomplete grades in one or more courses may be permitted upon the recommendation of the Student Health Center. Students requesting a partial medical withdrawal must confer with the associate dean (or designate) of their college, who makes the final decision on this matter.

Withdrawals from individual courses for medical reasons are not given during the last two weeks of classes. The deadline for medical withdrawals from all courses is the last day of classes each term. Requests for retroactive medical withdrawals normally are not approved.

**Required**

A student may be required to withdraw from any course or from the university, temporarily or permanently, for any of the following reasons: possibility of danger to the health of the student or to that of other students if enrollment is continued; refusal to obey regulations; violation of the Honor Code or other serious misconduct; unsatisfactory class attendance; or work below the required scholastic standards.

**Refunds**

The deadlines for the refund of full, three-quarter, one-half, or one-quarter tuition in any semester are given in the academic calendar. Refunds are recommended by the deans in strict accord with the calendar deadlines and only when withdrawals are official. No refunds will be granted after the one-quarter refund deadline.

The established deadlines are applicable under all conditions for withdrawal. University fees, including the student activity fee, are refundable only through the last day to register or add classes.