Academic Regulations and Procedures

Registration

A schedule of classes is prepared for each term at all locations served by the University. The University reserves the right to make necessary and appropriate adjustments to the published schedule to include cancellation or rescheduling of any class.

An academic credit hour requires a minimum of 700 minutes of classroom or comparable instruction time during which the student and the course instructor are directly engaged.

Students are required to register for each term of enrollment. Students will be allowed to register via online registration, however, most students should, and first-year students and students in academic difficulty must, consult with their academic advisor for approval of course selection prior to registration. Once the student's schedule is approved the advisor will release their hold allowing them to register online. Registration for continuing students, for flight blocks is conducted one week ahead of regular registration and must be accomplished in person at flight operations. Registration must be completed and payment of all tuition deposits and fees must be made by the designated payment date. Students are not officially enrolled until they complete all phases of registration, including financial requirements.

Late registration will be allowed during the first five days of the fall and spring semesters and the first three days of the summer terms, if unusual circumstances prevent the student from registering during the scheduled period. Except for flight courses, registration will not be allowed after the last day of late registration. Due to the scheduling requirements associated with flight training, flight course registration continues throughout the term.

Waitlist

A registration waitlist is an electronic process that auto-enrolls students in closed classes if a seats becomes available. This enables students to get into the class they want without having to continuously check for possible openings. Waitlist operates on a first-come, first-served basis. This process ensures that a student who adds his or her name to the waitlist first has a better chance of getting into a closed course if a seat opens up.

Adding your name to a course waitlist does not guarantee enrollment.