

# Registration

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<b>Hours:</b>	Monday - Friday, 8 a.m. - 5 p.m.
<b>FAQs:</b>	<a href="http://registration.utahtech.edu">http://registration.utahtech.edu</a>
<b>Academic Calendar</b>	<a href="https://calendar.utahtech.edu/">https://calendar.utahtech.edu/</a>

## Registrar's Office

The Registrar's Office is responsible for helping students with all aspects of registration and student records, including enrolling in classes, adding and dropping classes, withdrawing, evaluating transfer credits, issuing Utah Tech University transcripts, conducting degree audits, and approving students for graduation. Students can perform many of these functions online through the online campus registration system (accessed by logging into the student portal through the University web page (<https://my.utahtech.edu>)).

The Registrar's Office maintains a **Frequently Asked Questions** website to assist students.

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## Registering for Courses

### To register for classes at Utah Tech, students:

1. Must apply and be fully admitted to Utah Tech University.
2. Must verify that all financial obligations to the University have been cleared.
3. First-Time Freshmen:
  - a. Complete the Class Registration Survey.
  - b. Submit missing test scores, transcripts, or other registration documentation.
  - c. iii.View the online Course Schedule on the My UT account once registered by an Academic Advisor.
  - d. iv.Attend Trailblazer Orientation to remove the Orientation Hold.
4. Transfer, Readmitted and Continuing Students:
  - a. Should meet with an Academic Advisor each semester to review the Degree Works audit and to verify their progress toward completion.
  - b. Log into your My UT account.
    - i. .View the online Course Schedule.
    - ii. Select classes that fulfill General Education and/or major requirements first.
    - iii. Check placement/prerequisite requirements.
    - iv. Work out a tentative schedule.
    - v. Add classes online under Registration.

For more information about class registration, please go to the Academic Advisement website (<https://advisement.utahtech.edu>) or contact the Academic Advisement office at [advisement@utahtech.edu](mailto:advisement@utahtech.edu).

## New Student Orientation

*(Including former High School Concurrent Enrollment Students)*

All incoming students enrolling for their first in-person semester at Utah Tech University are required to attend Trailblazer Orientation.

Trailblazer Orientation will be held throughout the summer. Students will receive vital information about campus resources, student services, student life, Utah Tech traditions, and academic advising. Trailblazer Orientation sessions are separate by academic college and students must attend a session when their academic college is present. First-time freshmen must attend Trailblazer Orientation to remove the Orientation Hold from their class registration accounts.

For more information on Trailblazer Orientation, please go to the New Student & Family Programs website (<https://orientation.utahtech.edu>) or contact the New Student & Family Programs office at [newstudent@utahtech.edu](mailto:newstudent@utahtech.edu).

## Student Responsibility

It is a student's responsibility to verify the accuracy of their schedule before the add, drop, and fee deadlines each semester.

Students may check their own class schedules

- Online in MY UT
- At the Academic Advisement Center
- At the Registrar's Office

## Adding Classes

- Students should register for classes as soon as possible because space in classes can be limited.
- Students may add classes once registration has been opened for their class level (senior, junior, etc.) through the 5th day of that semester.
- To add a class after the 5th day of the semester, students must submit an ADD card with the instructor's signature to the Registrar's Office.
- No class may be added after the end of the 4th week of the semester.
- An instructor's signature on an ADD card will NOT override placement/prerequisite criteria. To override those requirements, the additional signature of the appropriate department chair or dean is required.

## Waitlisting Full Classes

- If a class is full (listed as "C" or closed), and a Waitlist seat is available, a student may choose to be Waitlisted online in the student registration system.
- The student will be notified if/when a seat becomes available in the class. A notification is sent to the student's preferred email address. The notification will contain the date and time the waitlist notification expires (The notification window may be reduced during the first week of the semester). Being added to the class is NOT automatic; students must monitor their email account for the notification(s) **and register for the class**.
- After the waitlist notification expires, if the student has not enrolled in the class, they are automatically dropped from the Waitlist.
- Once dropped from the Waitlist, the student must re-select the Waitlist option for that class and begin the process again.
- The Waitlist is available through the 4th day of the semester.

## Dropping Classes

- Students may drop classes online through the end of the 8th week of the semester via the student portal.
- If a course has a corequisite, a student cannot drop one class/lab and remain enrolled in the other class/lab.
- Dropping a class or classes may affect a student's financial aid.
- A \$10 fee per class is assessed for students dropping a course after the first week of the semester.
- No refunds are given for classes dropped after the end of the 3rd week of the semester. Classes dropped after the 3rd week of the semester will be marked with a "W" grade on the transcript.
- Individual classes may not be dropped after the 8th week of the semester.
- Students with extenuating circumstances may request a Complete Withdrawal from the University through the 12th week of the semester. (See Complete Withdrawal below (p.      )) (<https://registration.utahtech.edu/complete-withdrawal-form/>.html)

## Auditing Classes

Auditing enables a student to attend a class without receiving a grade or credit. A student who chooses to audit a class must pay all applicable tuition and fees, but no grade or credit will be issued. Once a student has requested a class be changed to audit status, a grade of "AU" will be issued.

- A student may enroll in a class as an audit according to the ADD deadlines and procedures.
- A student already enrolled in a class may change that class to an audit through the end of the 1st week of the semester.
- A fee will be charged for **changing** a course to audit status beginning the 2nd week of the semester.
- The request for audit status cannot be reversed.
- Students should determine the impact changing a course to "Audit" will have on their financial aid.

## Administrative Drops

A student **may** be administratively dropped from a class or all classes for the following reasons:

1. Not attending on the first day of a class without receiving permission from the instructor.
2. Registering in courses for which the prerequisites have not been met.
3. Neglecting to pay all tuition and fees by the tuition due date.

4. A registration hold was overridden incorrectly.
5. As part of disciplinary sanctions imposed through the Student Code.

## **IMPORTANT NOTES: There is no guarantee a student will be dropped for non-attendance or non-payment.**

- **It is a student's responsibility to drop classes they do not attend and to verify the accuracy of their class schedule.**
- Not all instructors drop students who never attend a class, although they are encouraged to do so.
- Administrative drops may affect minimum load requirements, financial aid status, graduation requirements, or other areas.
- Once a student registers for a class, tuition and fees are assessed, even if the student does not attend any class meetings.
- Registering for a class but never attending will impact a student's financial aid eligibility.

## **Administrative Drops for Non-Payment**

Tuition and fees are due the 1st day of the semester. Students who have not paid or applied for the tuition payment plan may have their classes dropped for non-payment.

When an account is not paid in full by the corresponding deadline, the student may be "dropped for non-payment", meaning all classes will be dropped. Students whose schedule is canceled will be allowed to re-register on a space-available basis only. Reinstatement into one's original schedule may not be possible.

## **Complete Withdrawal from the University**

A student who experiences serious personal issues (medical, psychological, financial, family, etc.) can request a complete withdrawal from **all** classes through the end of the 12th week of the semester.

- Complete withdrawal must be from **ALL** classes, not an individual class or classes.
- Complete withdrawals may be requested by filling out the online Complete Withdrawal (<https://registration.utahtech.edu/complete-withdrawal-form/>) form or by filling out the Complete Withdrawal form at the Registrar's Office.
- Complete withdrawal may affect a student's financial aid. Any possible refunds for a complete withdrawal are issued according to the deadlines published in each semester's academic calendar.

## **House Bill 60 (H.B. 60)**

Utah residents age 62 or older are eligible to enroll in Utah Tech University classes under House Bill 60 (H.B. 60) regulations:

- An admission application is required.
- If no students are waitlisted for the class, an instructor can sign an H.B. 60 ADD card beginning the first day of class, on a space available basis.
- Submit signed H.B. 60 ADD card to Registrar's Office.
- Pay \$25 fee plus any course or lab fees.

H.B. 60 students audit courses. No credit or grades are issued for H.B. 60 enrollment. Some classes are not available under H.B. 60, including but not limited to all computer and fitness (FAST) classes.

Faculty are prohibited from adding a H.B. 60 student to any class that has students waitlisted for that course until after the last day for the waitlist.

## **Course Attributes**

Course attributes refer to the General Education or other special status of a class and are listed in the catalog and online course descriptions. GE attributes are:

- American Institutions (AI)
- English (EN)
- Fine Arts (FA)
- Foreign Language (FL)
- Global & Cultural Perspectives (GC)
- Humanities (HU)
- Information Literacy (IL)
- Life Sciences (LS)
- Mathematics (MA)
- Physical Sciences (PS)
- Social & Behavioral Sciences (SS)

Other attributes:

- Active Learning, Civic Engagement (ALCE)
- Active Learning, Cultural Immersion (ALCI)
- Active Learning, Community Service (ALCS)
- Active Learning, Professional Practice (ALPP)
- Active Learning, Undergraduate Research (ALUR)
- Honors (HON)

## Limits on Specific Types of Courses

The maximum for all **repeatable for credit, internship, co-op, independent study, and activity courses** that can be counted toward graduation requirements is:

### Associate's degrees:

- 12 credits co-op.
- 15 credits total of co-op, internships, and independent study combined.
- 12 credits repeatable for credit.
- 20 credits total of co-op, internships, independent study, repeatable for credit, and activity courses combined.

### Bachelor's degrees:

- 12 credits co-op.
- 15 credits total of co-op, internships, and independent study combined.
- 24 credits repeatable for credit.\*
- 30 credits total of co-op, internships, independent study, repeatable for credit, and activity courses combined.

**Music** Private Lessons courses are not included in the repeatable for credit totals of students applying for a baccalaureate degree with a Music major.

Code	Title	Hours
MUSC 1810R	Private Lesson I Major: Vocal	1
MUSC 1811R	Private Lesson I Major: Piano	1
MUSC 1812R	Private Lesson I Major: Brass	1
MUSC 1813R	Private Lesson I Major: String	1
MUSC 1814R	Private Lesson I Major: Woodwind	1
MUSC 1815R	Private Lesson I Major: Guitar	1
MUSC 1816R	Private Lesson I Major: Organ	1
MUSC 1821R	Private Lesson I Major: Percussion	1
MUSC 2810R	Private Lesson II Major: Vocal	1
MUSC 2811R	Private Lesson II Major: Piano	1
MUSC 2812R	Private Lesson II Major: Brass	1
MUSC 2813R	Private Lesson II Major: String	1
MUSC 2814R	Private Lesson II Major: Woodwind	1
MUSC 2815R	Private Lesson II Major: Guitar	1
MUSC 2816R	Private Lesson II Major: Organ	1
MUSC 2821R	Private Lesson II Major: Percussion	1
MUSC 3810R	Private Lesson III Major: Vocal	1
MUSC 3811R	Private Lesson III Major: Piano	1
MUSC 3812R	Private Lesson III Major: Brass	1
MUSC 3813R	Private Lesson III Major: String	1
MUSC 3814R	Private Lesson III Major: Woodwind	1
MUSC 3815R	Private Lesson III Major: Guitar	1
MUSC 3816R	Private Lesson III Major: Organ	1
MUSC 3821R	Private Lesson III Major: Percussion	1
MUSC 4610R	Private Lesson IV Major: Vocal	1
MUSC 4611R	Private Lesson IV Major: Piano	1
MUSC 4612R	Private Lesson IV Major: Brass	1

MUSC 4613R	Private Lesson IV Major: Strings	1
MUSC 4614R	Private Lesson IV Major: Woodwinds	1
MUSC 4615R	Private Lesson IV Major: Guitar	1
MUSC 4616R	Private Lesson IV Major: Organ	1
MUSC 4621R	Private Lesson IV Major: Percussion	1

These **Dance** courses are not included in the repeatable for credit totals of students applying to graduate with a degree in Dance or with a Dance emphasis.

Code	Title	Hours
DANC 1101R	Ballet Technique I	1.5
DANC 1201R	Modern Dance I	1.5
DANC 2101R	Ballet Technique II	1.5
DANC 2201R	Modern Dance II	1.5
DANC 3101R	Ballet Technique III	1.5
DANC 3201R	Modern Dance III	1.5
DANC 4101R	Ballet Technique IV	1.5
DANC 4201R	Modern Dance IV	1.5
DANC 4800R	Dance Performance	2

- Credit By Examination (p. 5)
- Advanced Placement Credit (p. 5)
- CLEP Credit (p. 7)
- International Baccalaureate (p. 8)
- DSST Credit (p. 10)
- FLATS Credit (p. 10)

## Credit by Examination

Utah Tech University awards credit for competencies as measured by standard examinations, such as the Advanced Placement program (AP) and the College Level Examination Program (CLEP). Specific exams, subject areas accepted, the minimum score requirements and the amount of credit granted are posted below.

Conditions for receiving credit by examination:

- Students must be admitted and currently enrolled at Utah Tech University to receive any credit by examination.
- A fee is assessed for posting credit by examination to a transcript.
- Credit may not be received more than once for the same course.
- **If a student has ever received a grade, including a "W", in a course for which credit by exam is awarded, the credit by exam option is no longer available. Credit by exam cannot replace a course grade.**
- All credit received for examinations is graded "P" (Pass).
- Credit earned by exam can be used to fulfill General Education requirements as appropriate.
- Utah Tech will award no more than a combined maximum of 30 total credits for the following:
  - Advance Placement credit (AP)
  - College Level Examination Program credit (CLEP)
  - Foreign Language Achievement Testing Services credit (BYU FLATS)
  - International Baccalaureate credit
  - Dantes Subject Standardized Tests (DSST)

## Advanced Placement Credit

Advanced Placement (AP) Credit is awarded to students who complete high school advanced placement courses and successfully pass the AP exam with a score of three (3) or higher according to guidelines found in Utah Board of Regents policy R470. The credits earned will be graded "P" and will not be included in GPA calculations. Credit is posted to the student's transcript when official AP exam results are submitted to the Registrar's Office with a receipt from the Cashier's Office showing payment of the posting fee. AP exam credit cannot be accepted if the student has ever received a grade in that course.

AP exam scores and course(s)/credits are awarded as follows:

<b>AP Exam</b>	<b>Score</b>	<b>Credits</b>	<b>Utah Tech Credit Awarded</b>
2D Design	3-5	3	ART 1120 (FA)
3D Design	3-5	3	ART 1130
Art History	3-5	6	ARTH 2710 (FA) and ARTH 2720 (FA)
Biology	3	3	BIOL 1010 (LS)
Biology	4-5	4	BIOL 1610 (LS)
Calculus AB	3	7	MATH 1050 + MATH 1060 (MA)
Calculus AB	4-5	6	MATH 1210 (MA) + MATH 1XXX
Calculus BC	3	6	MATH 1210 (MA) + MATH 1XXX
Calculus BC	4-5	8	MATH 1210 + MATH 1220 (MA)
Capstone Seminar	3-5	3	ENGL 2010
Chemistry	3	3-4	CHEM 1010 (PS)
Chemistry	4-5	4	CHEM 1210 (PS)
Chinese Language & Culture	3	8	CHIN 1010 + CHIN 1020 (FL)
Chinese Language & Culture	4	12	CHIN 1010 + CHIN 1020 + CHIN 2010 (FL)
Chinese Language & Culture	5	16	CHIN 1010 + CHIN 1020 + CHIN 2010 + CHIN 2020 (FL)
Comparative Government & Politics	3-5	3	POLS 2200 (SS, GC)
Computer Science A	3-4	3	CS 1400
Computer Science A	5	6	CS 1400 + CS 1410
Computer Science Principles	3-5	3	CS 1030
Drawing	3-5	3	ART 1010 (FA)
English Language & Composition	3-5	3	ENGL 1010 (ENGL 1010D)
English Literature & Composition	3-5	3	ENGL 2200 (HU, GC)
Environmental Science	3-5	3	ENVS 1010 (PS)
European History	3-5	3	HIST 1110 (SS)
French Language & Culture	3	8	FREN 1010 + FREN 1020 (FL)
French Language & Culture	4	12	FREN 1010 + FREN 1020 + FREN 2010 (FL)
French Language & Culture	5	16	FREN 1010 + FREN 1020 + FREN 2010 + FREN 2020 (FL)
German Language & Culture	3	8	GERM 1010 + GERM 1020 (FL)
German Language & Culture	4	12	GERM 1010 + GERM 1020 + GERM 2010 (FL)
German Language & Culture	5	16	GERM 1010 + GERM 1020 + GERM 2010 + GERM 2020 (FL)
Human Geography	3-5	3	GESS 1000
Italian & Latin Language & Culture	3	8	GEFL 1000 (8) - Foreign Language Credit
Italian & Latin Language & Culture	4	12	GEFL 1000 (8) & GEFL 2000 (4) - Foreign Language Credit
Italian & Latin Language & Culture	5	16	GEFL 1000 (8) & GEFL 2000 (8) - Foreign Language Credit
Japanese Language & Culture	3	8	JAPN 1010 + JAPN 1020 (FL)
Japanese Language & Culture	4	12	JAPN 1010 + JAPN 1020 + JAPN 2010 (FL)
Japanese Language & Culture	5	16	JAPN 1010 + JAPN 1020 + JAPN 2010 + JAPN 2020 (FL)
Latin Literature & Culture	3	8	GEFL 1000 (8) - Foreign Language Credit
Latin Literature & Culture	4	12	GEFL 1000 (8) & GEFL 2000 (4) - Foreign Language Credit

Latin Literature & Culture	5	16	GEFL 1000 (8) & GEFL 2000 (8) - Foreign Language Credit
Macroeconomics	3-5	3	ECON 2020 (SS, GC)
Microeconomics	3-5	3	ECON 2010 (SS, GC)
Music Theory	3-4	3	MUSC 1100
Music Theory	5	3	MUSC 1110
Physics 1: Algebra-Based	3	4	PHYS 1010 + PHYS 1015 (PS)
Physics 1: Algebra-Based	4-5	5	PHYS 2010 + PHYS 2015 (PS)
Physics 2: Algebra-Based	3	4	PHYS 1010 + PHYS 1015 (PS)
Physics 2: Algebra-Based	4-5	5	PHYS 2020 + PHYS 2025
Physics C: Electricity & Magnetism	3	4	PHYS 1010 + PHYS 1015 (PS)
Physics C: Electricity & Magnetism	4-5	5	PHYS 2020 + PHYS 2025 or PHYS 2220 + PHYS 2225
Physics C Mechanics	3	4	PHYS 1010 + PHYS 1015 (PS)
Physics C Mechanics	4-5	5	PHYS 2010 + PHYS 2015 (PS) or PHYS 2210 + PHYS 2215 (PS)
Precalculus	3	4	MATH 1050 (MA)
Precalculus	4-5	5	MATH 1080 (MA)
Psychology	3-5	3	PSY 1010 (SS, GC)
Spanish Language and Culture*	3	8	SPAN 1010 + SPAN 1020 (FL)
Spanish Language and Culture*	4	12	SPAN 1010 + SPAN 1020 + SPAN 2010 (FL)
Spanish Language and Culture*	5	16	SPAN 1010 + SPAN 1020 + SPAN 2010 + SPAN 2020 (FL)
Spanish Literature & Culture*	3	8	SPAN 1010 + SPAN 1020 (FL)
Spanish Literature & Culture*	4-5	16	SPAN 1010 + SPAN 1020 + SPAN 2010 + SPAN 2020 (FL)
Statistics	3-5	3	MATH 1040 (MA)
U.S. Government & Politics	3-5	3	POLS 1100 (AI)
United States History	3-5	3	HIST 1700 (AI)
World History: Modern	3-5	3	HIST 1510 (SS, GC)

Letters following course numbers refer to general Education requirement fulfilled.

\* **NOTES:**

1. A student cannot receive credit for both the Spanish Language & Culture and Spanish Literature & Culture exams.

## CLEP Credit

CLEP Credit is awarded based on proficiency demonstrated by a CLEP exam score. A student will receive ungraded course credit, which may fulfill General Education requirements or provide elective credits, using the following procedures and guidelines:

- After a CLEP exam is taken, the exam score is assessed, and ungraded credit is granted according to statewide and departmental agreements and Utah Tech policy.
- This credit is posted to the student's transcript when CLEP test results are submitted to the Registrar's Office with a receipt from the Cashier's Office for the posting fee.
- **CLEP exam credit cannot be accepted if the student has ever received a grade in that course (including a 'W').**

The minimum level of CLEP test proficiency and course(s)/credits are awarded as follows:

CLEP Test	Total Score	Credit	Utah Tech Credit Awarded
<b>COMPOSITION &amp; LITERATURE</b>			
American Literature	50+	3	ENGL 2200 (HU, GC)
Analyzing & Interpreting Literature	50+	3	ENGL 2200 (HU, GC)
College Composition	50+	3	ENGL 1010 (ENGL 1010D)
English Literature	50+	3	ENGL 2200 (HU, GC)

HISTORY & SOCIAL SCIENCES			
American Government	50+	3	POLS 1100 (AI)
History of the US I: Colonization to 1877	50+	3	HIST 2700 (SS, GC or w/HIST 2710 = AI)
History of the US II: 1865 to present	50+	3	HIST 2710 (SS, GC or w/HIST 2700 = AI)
Human Growth & Development	50+	3	FSHD 1500 or PSY 1100 (SS, GC)
Introductory Psychology	50+	3	PSY 1010 (SS, GC)
Introductory Sociology	50+	3	SOC 1010 (SS, GC)
Principles of Macroeconomics	50+	3	ECON 2020 (SS, GC)
Principles of Microeconomics	50+	3	ECON 2010 (SS, GC)
Western Civilization I	50+	3	HIST 1100 (SS, GC)
Western Civilization II	50+	3	HIST 1110 (SS, GC)
SCIENCE and MATHEMATICS			
Biology	50+	3	BIOL 1010 (LS)
Calculus	64+	4	MATH 1210 (MA)
Chemistry	50+	3	CHEM 1010 (PS)
College Algebra	63+	4	MATH 1050 (MA)
College Mathematics	55+	3	MATH 1030 (MA)
Precalculus	61+	3	MATH 1060 (MA)
BUSINESS			
Financial Accounting	50+	3	ACCT 2010
Information Systems	50+	3	MGMT 2XXX
Introductory Business Law	50+	3	MGMT 2XXX
Principles of Management	50+	3	MGMT 2XXX
Principles of Marketing	50+	3	MGMT 2XXX
WORLD LANGUAGES			
French Language, Level 1	50-58	4	FREN 1010 (FL)
French Language, Level 2	59+	8	FREN 1020 (FL) & FREN 2010 (FL)
German Language, Level 1	50-58	4	GERM 1010 (FL)
German Language, Level 2	59+	8	GERM 1020 (FL) & GERM 2010 (FL)
Spanish Language, Level 1	50-58	4	SPAN 1010 (FL)
Spanish Language, Level 2	59+	8	SPAN 1020 (FL) & SPAN 2010 (FL)
Spanish w/Writing, Level 1	50-58	4	SPAN 1010
Spanish w/Writing, Level 2	59+	8	SPAN 1020 + SPAN 2010

Letters following course numbers refer to General Education requirement fulfilled.

## International Baccalaureate

International Baccalaureate (IB) exams are recognized by Utah Tech under the following conditions:

- Students may be awarded a maximum of 30 semester hours of credit based on scores of 5, 6, or 7 on individual SL or HL exams, including fulfillment of applicable General Education requirements.
- The English exam does not completely fulfill the Utah Tech General Education requirement for English.
- Credit will only be awarded for one Mathematics HL exam.
- A posting fee may be assessed for credit awarded.
- I.B. exam credit cannot be accepted if the student has ever received a grade in that course.

Course(s) and credits are awarded for International Baccalaureate tests as follows:

IBO Test	Score	Credits	Utah Tech Credit Awarded
Art History SL	4+ SL	3	ARTH 2XXX
Biology SL	4+ SL	3	BIOL 1010 (LS)
Biology HL	4+ HL	4	BIOL 1610 (LS)
Business & Management SL	4+ SL	3	BUS 1XXX



Business & Management HL	4+ HL	6	BUS 1XXX
Chemistry SL	4+ SL	3	CHEM 1XXX
Chemistry HL	4+ HL	3	CHEM 1010 (PS)
Classical Languages SL	4+ SL	8	GEFL 1000 - Foreign Language Credit
Classical Languages HL	4+ HL	12	GEFL 1000 (8) + GEFL 2000 (4) Foreign Lang Credit
Computer Science SL	4+ SL	3	CS 1030
Computer Science HL	4+ HL	3	CS 1XXX
Dance SL	4+ SL	3	DANC 1010 (FA)
Dance HL	4+ HL	6	DANC 1010 (FA) + DANC 1XXX
Economics SL	4+ SL	3	ECON 1010
Economics HL	4+ HL	6	ECON 2010 + ECON 2020 (SS, GC)
Environmental Systems and Tech SL	4+ SL	3	ENVS 1XXX
Film SL	4+ SL	3	THEA 1023 (HU, GC)
Film HL	4+ HL	5	THEA 1023 (HU, GC) + THEA 1XXX
French B	4+ HL	8	FREN 1010 + FREN 1020 (FL)
Geography SL	4+ SL	3	GESS 1000 (SS)
Geography HL	4+ HL	6	GEOG 1000 (PS) + GESS 1000 (SS)
Global Politics HL	4+ HL	3	POLS 2100 (SS)
History SL	4+ SL	3	HIST 1XXX
History HL	4+ HL	3-6	HIST 1510 (SS, GC) & HIST 1XXX
Language - ab initio SL	4+ SL	8	GEFL 1000 - Foreign Language Credit
Language A: Language & Literature - English SL	4+	3	ENGL 2200
Language A: Language & Literature - English HL	4+ HL	6	ENGL 1010 + ENGL 2200 (EN + HU, GC)
Language A: Literature - English HL	4+ HL	6	ENGL 2200 (HU, GC) + ENGL 2XXX
Language B SL	4+ SL	8	GEFL 1000 - Foreign Language Credit
Language B HL	4+ HL	12	GEFL 1000 (8) & GEFL 2000 (4) - Foreign Language Credit
Math: Analysis & Approaches SL	4+ SL	4	MATH 1050 (MA)
Math: Analysis & Approaches HL	4	4	MATH 1050 (MA)
Math: Analysis & Approaches HL	5+ HL	4	MATH 1210 (MA)
Math: Application & Interpretation SL	4+ SL	3	MATH 1XXX (MA)
Math: Application & Interpretation HL	4 HL	4	MATH 1050 (MA)
Math: Application & Interpretation HL	5+ HL	5	MATH 1080 (MA)
Music SL	4+ SL	3	MUSC 1XXX
Music HL	4+ HL	3	MUSC 1010 (FA)
Physics SL	4+ SL	3	PHYS 1010 (PS)
Physics HL	4+ HL	8	PHYS 2010 + PHYS 2020
Psychology SL	4+ SL	3	PSY 1010 (SS, GC)
Psychology HL	4+ HL	6	PSY 1010 (SS, GC) + PSY 1XXX
Social & Cultural Anthropology SL	4+ SL	3	ANTH 1000 (SS,GC)
Social & Cultural Anthropology HL	4+ HL	6	ANTH 1000 (SS, GC) + ANTH 1XXX
Spanish HL	4+ HL	8	SPAN 1010 + SPAN 1020
Sports, Exercise & Health Science SL	4+ SL	3	XSCI 1XXX
Theatre SL	4+ SL	3	THEA 1013 (FA)
Theatre HL	4+ HL	5	THEA 1013 (FA) + THEA 1XXX

Visual Arts SL	4+ SL	3	ART 1010 (FA)
Visual Arts HL	4+ HL	6	ART 1010 (FA) + ART 1XXX

Letters following course numbers refer to General Education requirement fulfilled.

## DSST Credit

DSST Credit is awarded based on proficiency demonstrated by a DSST exam score. A student will receive ungraded course credit, which may fulfill General Education requirements or provide elective credits, using the following procedures and guidelines:

- After a DSST exam is taken, the exam score is assessed, and ungraded credit is granted according to statewide and departmental agreements and Utah Tech policy.
- This credit is posted to the student's transcript when DSST test results are submitted to the Registrar's Office with a receipt from the Cashier's Office for the posting fee.
- **DSST exam credit cannot be accepted if the student has ever received a grade in that course (including a 'W').**

The minimum level of DSST test proficiency and course(s)/credit are awarded as follows:

DSST Exam	Score	Credits	Utah Tech Credit Awarded
Art of the Western World	400+	3	ART 1010 (FA)
Astronomy	400+	3	PHYS 1040 (PS)
Business Ethics and Society	400+	3	Lower Division Elective Credit
Business Mathematics	400+	3	Lower Division Elective Credit
The Civil War and Reconstruction	400+	3	Lower Division Elective Credit
Criminal Justice	400+	3	Lower Division Elective Credit
Fundamentals of College Algebra	420+	4	MATH 1010
General Anthropology	400+	3	ANTH 1000 (SS, GC)
Health & Human Development	400+	3	HLTH 2010
A History of the Vietnam War	400+	3	Lower Division Elective Credit
History of the Soviet Union	400+	3	Lower Division Elective Credit
Human Resource Management	400+	3	Lower Division Elective Credit
Introduction to Business	400+	3	BUS 1010
Introduction to Geography	400+	3	GEOG 1300
Introduction to Geology	400+	3	GEO 1010 (PS)
Introduction to Law Enforcement	400+	3	Lower Division Elective Credit
Lifespan Developmental Psychology	400+	3	FSHD 1500 or PSY 1100 (SS, GC)
Management Information Systems	400+	3	ISA 2050
Math for Liberal Arts	420+	3	MATH 1030 (MA)
Money and Banking	400+	3	Lower Division Elective Credit
Organizational Behavior	400+	3	Lower Division Elective Credit
Personal Finance	400+	3	FIN 1750
Principles of Finance	400+	3	Lower Division Elective Credit
Principles of Statistics	420+	3	MATH 1040 (MA)
Principles of Supervision	400+	3	Lower Division Elective Credit
Substance Abuse	400+	3	Lower Division Elective Credit

Letters following course numbers refer to General Education requirement fulfilled.

## FLATS Credit

Up to 12 credits in a foreign language are awarded to students who pass the BYU Foreign Language Achievement Testing Services (FLATS) in an approved language, using the following procedures and guidelines:

- Students must be enrolled as matriculated Utah Tech students.
- A posting fee is required.
- Credits receive a grade of "P" (Pass).

## Transcripts

A transcript is the official record of a student's academic performance at an institution. The contents of a transcript may not be altered except as set forth in specific University policies.

- **Unofficial** transcripts
  - Beginning with the academic year 1986-1987 are available online at no cost.
  - All academic years are available in person at the Registrar's Office. Photo identification is required, and a fee may be required for any printed unofficial transcript.
- **Official** transcripts
  - Can be requested online or in person with photo identification at the Registrar's Office.
  - A fee is required for an official transcript.
  - Official transcripts are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Parents, spouses, friends, other students, etc., may not pick up a copy of a transcript without written consent from the student and photo identification.
  - In order to receive an official transcript by any means, all financial obligations to the University must be cleared.

### To Order a Transcript Online:

1. Login to your student portal.
2. Navigate to Student > Student Records > Order Official Transcripts
3. Complete the form, and pay the transcript fee online.

Note: If you do not know how to log into your student portal account, or if you attended **prior** to 1986, and would like to order an official transcript online, go to the National Student Clearinghouse Transcript Ordering center (<https://tsorder.studentclearinghouse.org/school/select/>). Select Utah Tech University, complete the form, and pay fee.

### To Order a Transcript in Person at the Registrar's Office:

- Pay required fee at Cashier's Office (cash or check only).
- Present photo identification and receipt at Registrar's Office.

## Residency

Utah Tech University will determine student resident status in accordance with Utah Law and the State Board of Regents policy (R512, Determination of Resident Status (<https://public.powerdms.com/Uta7295/tree/documents/2022238/>)). Once you have been admitted to Utah Tech, your official letter of acceptance will include your classification.

\*\*\* Nonresident students should be aware that residency does not change automatically. \*\*\*

Students who have been classified as nonresident students and who feel they now satisfy the requirements for Utah Resident Status for Tuition Purposes must file an application with the Residency Office (Holland Centennial Commons, 1st floor). Students will need to complete a residency application (<https://app.droplet.io/form/GygVE0/>). Applications are processed each semester. Applications for residency must be submitted by the dates listed on the academic calendar. Applications received after this deadline will not be reviewed or considered. The application will not be completed or processed until the student is admitted to the University.

If an application is denied by the Residency Office, the student may file an appeal to the Residency Appeals Committee. *Any appeal of a residency decision must be filed within 7 calendar days after the email denying residency is sent.* Appeals cannot be considered after the end of the 5<sup>th</sup> week of the semester.

To qualify for Utah resident status for tuition purposes, a person is required to:

- Be a U.S. citizen, permanent resident, or an international student with specified Nonimmigrant Visas as outlined in USHE Policy R512 5.3.1.
- Document living in Utah for the 12 continuous months prior to the semester in which the student is applying for residency, as a student or working. For example:
  - Pay stubs or bank statements spanning that time. Please note, a rental agreement or lease agreement alone does not satisfy this requirement.
  - If the student was enrolled as an in-person, full-time student at Utah Tech and successfully completed the spring or fall semester directly prior to the semester in which they are applying for residency this will be sufficient for the dates that semester covered. (This does not apply to the summer semester).
- Not be claimed as a dependent on most recent tax returns by anyone who is not a resident of Utah.
- Obtain a Utah vehicle registration if a vehicle is owned by the student, voter registration, and driver's license at least three months prior to the start of the semester for which the student is applying for residency.

Each person who applies for Utah resident status for tuition purposes is considered on the totality of the evidence submitted. Based upon the review of each application, additional documentation may be required, including evidence of employment in Utah, proof of payment of Utah income taxes for the previous year, birth certificate, parent's tax returns, etc.

Residency Exceptions:

Provisions in the law enable a person to be granted Utah residency for tuition purposes as an *exception* to the regulations listed above. A few exceptions are listed below, but students should contact the Registration Office for more information regarding the requirements and restrictions for each exception. Below are the most common exceptions to the 12-month waiting period for residency and the required documentation listed in the Regents Policy 512, Determination of Residency Status. For a complete list of exceptions, explanations, and definitions, please visit our residency website (listed below) for the link to the R512 (<https://public.powerdms.com/Uta7295/tree/documents/2022238/>) document on the Utah System of Higher Education's website.

1. Dependent children and/or spouses of those who obtain full-time employment and move to Utah.
2. Dependent persons having a parent who has been a legal resident of Utah for at least one year.
3. Persons who marry a Utah resident. (The spouse must have been a Utah resident *before* the marriage.)
4. Active-duty military personnel and their dependents with current duty station in Utah can pay resident tuition while they are stationed in Utah.
5. Military veterans and their dependents may also qualify for residency for tuition purposes, regardless of where they served.
6. Native Americans who are registered on the tribal rolls of tribes whose lands are contiguous to Utah. (Documentation is required.)

For a complete list of exceptions, explanations and definitions, and regulations regarding residency, please review the requirements on the Registrar's (<https://registration.utahtech.edu/residency-requirements/>) page or email [residency@utahtech.edu](mailto:residency@utahtech.edu).