

# Registration

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<b>University Registrar:</b>	Julie Stender
<b>Office:</b>	Level 1, Holland Centennial Commons
<b>Phone:</b>	(435) 652-7708
<b>Email:</b>	records@utahtech.edu
<b>Website:</b>	<a href="http://registration.utahtech.edu">http://registration.utahtech.edu</a>
<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.

<b>Code</b>	<b>Title</b>	<b>Hours</b>
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