



PROCEDURE

Registration

Procedure Administrator: Registrar
Authority: N.J.S.A. 18A: 64-8
Effective Date: February 4, 1977; February 9, 1977; August 2, 2010; July 22, 2022*
Index Cross-References: Policy II-6.1: Registration
Procedure File Number: 2033
Approved By: Dr. Harvey Kesselman, President

I. PURPOSE:

To provide an efficient procedure for students to register for courses each term based on their student status.

II. PROCEDURE:

- A. The Office of the Registrar is responsible for overseeing all aspects of the course registration process.
- B. The schedule of classes is available online. The date the schedule becomes viewable for each term is posted on the academic calendar.
- C. Before the registration process begins for each term, students are encouraged to meet with their preceptor to discuss completion of course requirements needed for their program of study. Preceptorial advising days are also posted on the academic calendar.
- D. All students register for classes online through the University's web portal.
 1. Currently enrolled matriculated students are given registration preference and may register for classes for each term before newly-admitted matriculated students and non-matriculated students. Registration for currently enrolled matriculated students is based on the number of earned credits. Pre-registration dates and times are posted on the academic calendar.
 2. Newly-admitted matriculated students may register online for classes during their scheduled orientation. Newly-admitted students will be notified of orientation dates and times by the Office of Admissions.
 3. Non-matriculated students may register for classes after all matriculated students have had the opportunity to register. New non-matriculated students must complete and submit the appropriate non-matriculated application through the Office of Admissions prior to course registration. Non-matriculated registration dates are posted on the academic calendar.

- E. All students may continue to make schedule adjustments during the drop/add period posted on the academic calendar. After the drop/add period, students may withdraw from classes with a W grade and may be entitled to a partial refund if the withdrawal occurred within posted deadlines. Withdrawal deadlines are posted on the academic calendar.
- F. Billing and Payment.
 1. Billing due dates are posted on the Bursar's website.
 2. Payments may be made online via the University's web portal and at the Bursar's Office.
 3. Courses may be subject to cancellation and late re-registration fees if payment is not made on time.

Review History:

	Date
Procedure Administrator	02/17/2021
Faculty Senate	04/15/2022
Divisional Executive	03/02/2021
General Counsel	08/02/2021
Cabinet	07/14/2022
President	07/22/2022

*Section II-A was added for clarity on November 2, 2022.