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## Early Registration

Registration is conducted electronically. The registration period for the Summer and Fall semesters begins in March-April of each year, and students are allowed access to the Web-based registration system in October-November to pre-register for Spring classes. All information regarding the registration process can be found on the Registration Guide website. is available Electronic registration for courses in a given semester is permitted until a few days after the beginning of classes. Prior to the early registration period, class schedules are posted on the SPAHP web site and the University Schedule of Courses is available on the Registrar's web site with instructions for accessing the online University Web Registration. Each entry-level student is administratively registered by the School's Academic and Student Affairs office staff for all required courses during the early registration period; however, it is the student's responsibility to review their registration on the Registrar's web site and to verify the accuracy of their schedule.

Incoming School students are pre-registered for their required fall semester courses by the Office of Academic and Student Affairs. In subsequent semester, students are required to meet with their advisor to discuss enrollment plans and verify academic progress, obtain registration appointment times as well as the student's **personal identification number** (pin code). The pin code will allow students to access the Web Registration System. Students wishing to enroll in courses requiring instructor consent (e.g., Directed Independent Research courses) must bring a signed **Instructor Consent Form** to the Office of Academic and Student Affairs in order to receive the course call number required to register.

Students are responsible for verifying that the course load for which they have been pre-registered by the Academic and Student Affairs staff is accurate and complete, and for adding any elective courses of interest to their schedule. Once students verify their registration and log off (or if they neglect to log on) their registration is considered complete, and they are responsible for tuition and applicable fees.

## Full-time Status and Tuition Assessment

### *Entry-Level Pathways*

In general, entry-level students in the School of Pharmacy and Health Professions are expected to be full-time. A full-time load for students in occupational therapy, physical therapy and pharmacy (both campus-based and web-based) entry-level programs is defined as 12 or more semester credit hours during the fall and spring semesters, and 9 or more semester credit hours during the summer term. Semester course loads are based on the expectation that students will register for all required and elective courses as prescribed by the pathway's curriculum. A student may not take less than a full-time course load per semester or more than 21 credit hours for any given semester unless permission is granted the Associate/Assistant Dean for Academic Affairs. The student's adviser will

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communicate with the Associate/Assistant Dean for Academic Affairs if a semester load greater than 21 hours is planned.

Students are responsible for full-time tuition for all semesters in which they are enrolled and completing required didactic or clinical course work, including summers. Tuition for entry-level students is assessed for each semester of required study (including summers) on a flat-rate basis. No additional tuition beyond the flat tuition rate for the semester will be charged for credit hours taken above those required for the prescribed curriculum, with the exception of 500 or 700-level MBA courses taken during a summer term. (see bulletin). If a student is permitted to take fewer than the number of semester hours prescribed by the curriculum for a given term, he/she will be required to pay the full semester's tuition.

No entry level student will be allowed to pay tuition on a per-credit hour basis without the written permission of the Associate/Assistant Dean for Academic Affairs. Only in unusual circumstances will part-time status be approved by the Associate/Assistant Dean for Academic Affairs, which allows the student to pay tuition on a per-credit-hour basis. Requests to register for fewer than the number of prescribed credit hours must be submitted in writing to the Associate/Assistant Dean for Academic Affairs for each semester the part-time status is requested.

#### *Post-Professional Pathways*

In general, post-professional, distanced-based (Nontraditional Doctor of Pharmacy, Transitional Doctor of Physical Therapy, and Distance Web-based Doctor of Occupational Therapy) students take 6 semester credit hours of didactic course work or 8 semester credit hours of clinical course work during an enrollment period. They are not subject to all the same policies and procedures as full-time entry-level counterpart students.

#### **Changing Pathways or Taking Courses Outside Current Pathway**

Under certain circumstances, conditions may necessitate a student changing pathways or taking classes in a pathway other than the one in which he or she entered. To have such a change considered for approval, a student should discuss the plan with his or her academic adviser and must make a formal request to the Associate/Assistant Dean for Academic Affairs, explaining why the change is needed.

#### **Changes in Registration**

After the start of the term all course changes must be officially made by filling out a Change of Schedule form. Changes in schedule will only be accepted during the first few days of the semester, must be signed by the faculty advisor and the Instructor(s) of Record, and must be approved by the Associate/Assistant Dean for Academic Affairs.

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## Course Overrides

The Instructor Consent Form is used when a student would not be allowed to register for a course because one or more requirements have not been met, or because of some conflict. The student should complete the top of the form and provide the course information requested for the desired override. The form is then ready for the appropriate signature(s). Overrides are required for the following reasons:

**Force Add** - Used when the student has not met the prerequisite/co requisite requirements for the course. The Assistant/Associate Dean for Academic Affairs' signature is required for this override. The Instructor of Record should first initial the form to show his/her approval to allow the student to enroll.

**Oversubscription** - Used when the course is full. The Instructor of Record should initial the form to show his/her approval to admit the student into the course. The Assistant/Associate Dean for Academic Affairs then signs the form.

**Permission of Instructor Required** - Used for any courses which list Instructor Consent as a prerequisite, typically **directed independent research** courses. This override requires both the instructor's signature and the signature of the Assistant/Associate Dean for Academic Affairs. Call numbers of courses require the instructor's consent and are withheld by the Academic and Student Affairs Office until the form is presented. Once the form is presented, the call numbers are given to the student and the student can proceed with registration.

**Time Conflict** - Used when a student is registering for two courses that overlap. This requires signatures from both instructors, and the Assistant/Associate Dean for Academic Affairs.

**Other Course Exceptions** - Used if a student is receiving a different number of credits for the course than the number shown in the Schedule of Classes. This requires the signatures of both the instructor and the Assistant/Associate Dean for Academic Affairs.

## Registration Deadlines

Registration deadlines vary from semester to semester. Late registration is held in the Registrar's Office. Fees associated with late registration are no longer charged by the Registrar's Office. However, a fee is assessed by the Business Office for late payment of tuition. There is no charge for adding or dropping a course. Although there are deadlines for drop, add and registration changes, the Registrar will consider exceptions if approved by the Assistant/Associate Dean for Academic Affairs. **These exceptions are only for extraordinary circumstances!** Any change requested after the traditional student's initial registration, is permitted only with the written consent of the Assistant/Associate/Assistant/Associate Dean for Academic Affairs for Academic Affairs.

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Changing from one section to another of the same course does not require the Assistant/Associate Dean for Academic Affairs' permission.

### **Adding a Course**

Students should confer with their advisors prior to adding additional courses to their load. A course may be added on the web, with no fee assessment, up until the date published by the Registrar's Office in the Schedule of Courses booklet, although a later date may be allowed if requested by the Assistant/Associate Dean for Academic Affairs. Tuesday, September 2, 2008, is the last day for late registration and class schedule changes. After the published date, the student must fill out all of the appropriate information on the Change of Schedule form, which may be obtained from the Office of Academic and Student Affairs.

**Adds/Drops must be initialed by the faculty advisor**, and must be approved by the Assistant/Associate Dean for Academic Affairs. The student then receives a photocopy of the form and the rest is processed through the Registrar's Office by the staff of the Office of Academic and Student Affairs. In some cases, the recommendation of the Instructor(s) of Record for a course wishing to be added will be required.

### **Dropping a Course**

Withdrawal from any course requires sufficient cause and may be made only with the approval of the Assistant/Associate Dean for Academic Affairs.

A course may be dropped and not appear on a student's transcript with a grade of W up until the date published by the Registrar's Office. The student must fill out all of the appropriate information on the **Change of Schedule form. Change of Schedule forms must be initialed by the faculty advisor** and must be approved by the Assistant/Associate Dean for Academic Affairs. In some cases, the recommendation of the Instructor(s) of Record for a course wishing to be dropped will be required. The student then receives an email when the form is processed by the staff of the Office of Academic and Student Affairs.

**You must confer with your advisor and the Assistant/Associate Dean for Academic Affairs before dropping any course for which you have registered. Students are not permitted to drop required courses in order to avoid a failing or less-than-optimal grade.**

Petitions to withdraw from a course with a W may not be made later than the date posted each semester, which is approximately one week after midsemester grades are available. A student who drops a course without approval of the Assistant/Associate Dean for Academic Affairs receives a WF for the course (failure due to unauthorized withdrawal). A student registered in a specific course who simply decides to quit attending class without

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completing the proper paperwork will be assigned a grade of AF (failure due to excessive absences). Both the WF and AF grades are grounds for probation. Students are considered full-time students and pay the flat-rate tuition regardless of the number of hours taken

### Changing Sections in a Course

Lab sections are preassigned by the Office of Academic and Student Affairs, usually by a random sort of an identifier such as street address. The student must fill out both the **drop** and the **add** sections of the **Change of Schedule form**. That is, the old section must be dropped and the new section added. There is no fee assessed. If the student is attempting to make a change in sections for lab, recitation or course sections that are preassigned by the Office of Academic and Student Affairs or the course Instructor of Record, the student can make the change only if one (or both) of the following situations are met: 1) the student finds a classmate assigned to another section with whom to switch assignments or 2) the Instructor of Record for the course gives his/her permission **in writing** for the change. If two students are switching sections, both must fill out the Change of Schedule form, complete with advisors' initials and follow the steps outlined in the previous paragraph. If the Instructor of Record has given permission, the Instructor of Record's written permission is attached to the Change of Schedule form. The advisor must initial his/her approval of the changes as noted above and the rest is processed through the Registrar's Office by the staff of the Office of Academic and Student Affairs.

### Auditing a Course

Students will be permitted to register as auditors only for exceptional reasons and only with the explicit authorization of the Assistant/Associate Dean for Academic Affairs for Academic Affairs. Auditors are not held responsible for the work expected of regular students, are not admitted to examinations, and receive no grade or credit for the course. Regular attendance at class is expected, however, and auditors are subject to being dropped from the course for excessive absences. In this event auditors receive a W. Changes in registration from credit to audit or audit to credit will not be permitted after the published deadline. Students who have previously enrolled as auditors may not take the course for credit during any succeeding semester except by special permission of the Assistant/Associate Dean for Academic Affairs. Charges for courses audited are one-half of the regular per-credit-hour tuition rate when the per-credit-hour rate is applicable. Special courses, workshops, and institutes offered at a special flat-rate tuition charge are excluded from the auditor discount.

### Registration Holds

The student and advisor will be notified by mail if the student has a "hold" on registration. A "hold" status is placed on registration for unpaid tuition, library charges, parking tickets, student health non-compliance, etc. The student must contact the appropriate office to clear the "hold". Once the "hold" is cleared, the registration process can proceed.

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(reformatted)*Revised:**Page 6 of 6***Transfer of Credit (Transient Study)**

The Creighton University School of Pharmacy and Health Professions will evaluate all hours submitted for transfer credit and reserves the right to accept or reject any of the credit offered for transfer. Students may be permitted to enroll in courses in other accredited institutions, particularly elective coursework (see pharmacy curriculum). Prior approval of the Associate/Assistant Dean for Academic Affairs must be obtained for each course. To apply for transient study, complete a Transient Study Form.

Credit hours earned with grades of "C" or better at an accredited institution of higher education prior to admission to the Creighton University School of Pharmacy and Health Professions may be transferred at the discretion of the Associate/Assistant Dean for Academic Affairs. Credit hours are transferred but quality points are not. The grade-point average of the student will be determined only by work done at Creighton.

If a student successfully completes a course ("C" or better) normally required as part of the professional program as a pre-professional student at Creighton, the credit and grade for that course will be transferred to that student's professional transcript and computed in the student's professional grade-point average.