4.18 Registration/Late Registration Policy

Policy 4.18
Volume 4  Enrollment Management
Chapter 18  Registration/Late Registration Policy
Responsible Office: Registrar
Originally issued: unknown
Revised 3/2009

Policy Statement

Registration procedures at Georgia Health Sciences University are the responsibility of the Office of the Registrar. Notification of these procedures and any changes in the Academic Calendar will be sent to students at the appropriate time.

Students at Georgia Health Sciences University are allowed ample time to register for classes. Registration for courses must be completed on the dates stated in Georgia Health Sciences University Academic Calendar. The failure to register during the time allotted for registration will result in a $50 late registration fee being charged to the student.

In keeping with Board of Regents’ policy 704.03, students are required to pay all tuition and fees prior to the first day of class. Students are not considered enrolled in the institution until all tuition and fees have been paid.

Except for unusual circumstances, students are not allowed to register after the last day of late registration (the drop/add period listed in the Academic Calendar).
While reasonable efforts shall be made to inform students of registration dates and any changes in the dates published in the catalog, it is the student's responsibility to keep apprised of such changes.

**Reason For Policy**

This policy serves to notify Georgia Health Sciences University faculty, students and staff of its registration policy and to implement a policy for late registration.

**Entities Affected By This Policy**

All students who are enrolled at Georgia Health Sciences University are affected by this policy.

**Who Should Read This Policy**

All students who are enrolled at Georgia Health Sciences University, the faculty who teach them, and the staff who provide administrative services to them are affected by this policy.

**Contacts**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>e-mail/URL</th>
</tr>
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<tbody>
<tr>
<td>Registrar</td>
<td>706-721-2201</td>
<td><a href="http://www.georgiahealth.edu/students/Registrar">http://www.georgiahealth.edu/students/Registrar</a></td>
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**Related Documents**

**Georgia Health Sciences University Office of the Registrar:**


**Board of Regents Policy Manual, Section 704.03:**
Overview

Registration procedures at Georgia Health Sciences University are the responsibility of the Office of the Registrar. Students are notified of the dates of registration via their GroupWise -mail account, and the dates of registration are posted on the Academic Calendar. It is the students' responsibility to ensure they are registered for classes during the posted dates. The failure to register during the time allotted for registration will result in a $50 late registration fee being charged to the student.

In keeping with Board of Regents' policy, students are required to pay all tuition and fees prior to the first day of class. Students are not considered enrolled in the institution until all tuition and fees have been paid.

Except for unusual circumstances, students are not allowed to register after the last day of late registration (the drop/add period listed in the Academic Calendar).

While reasonable efforts shall be made to inform students of registration dates and any changes in the dates published in the catalog, it is the student’s responsibility to keep apprised of such changes.

Process/Procedures

- Registrar's Office notifies students and academic departments of registration dates.
  - Students register for classes.
  - Students in the Schools of Allied Health Sciences, Nursing, and Graduate Studies (with the exception of the first semester Biomedical Science Students) are responsible for registering for classes during the time frame given for the semester.
  - Students in the Schools of Medicine and Dentistry are registered for classes by the curriculum office in their own schools. These students are responsible for ensuring that they do not have holds that prevent them from being registered by their schools during the time frame given for the semester.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.18, Registration/Late Registration Policy, are:
Students | Register for classes or verify registration  
Schools of Medicine and Dentistry | Register their own students for classes  

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