

REGISTRATION PROCEDURES

Registration procedures are outlined in the schedules published by the Office of the Registrar and available from the Registrar during pre-registration and registration.

This schedule provides pertinent information and indicates the registration steps along with the place, date and time for each step. It also lists initial course offerings. A continually updated list of these offerings is also posted on PMU's Web site. Students should carefully read the registration guide as they prepare for registration.

Registration for a New Academic Year

Registration involves three principal steps:

1. Advisement and consultation
2. Selection and registration of courses
3. Payment of fees

In coordination with their advisor, students complete the registration card obtained from the Office of the Registrar. Students also may register online, though they still will be required to consult their advisor. Instructions for online registration are available from the Office of the Registrar.

The class schedule and the university catalog contain necessary information regarding registration instructions and general items of information, policies, and procedures.

New students must make sure that all documents required for finalizing their admission, particularly those indicated in the letter of admission, are submitted to the Office of Admissions before registration begins.

New Student Orientation

Prior to registration, an academic orientation is scheduled for all new students to acquaint them with the general academic university regulations, policies and services. Each college in the university also conducts an orientation to acquaint students with its specific regulations and the registration process at PMU. During orientation, the Office of Student Affairs provides an introduction to university life through campus tours and visits, meetings, lectures, demonstrations and other activities. Attendance at these programs is mandatory for all new students.

Transfer Student Registration

Transfer students cannot register for subsequent courses if their transferred courses do not meet the prerequisite requirements. Transfer students must complete their transfer file and be awarded transfer credits during their first semester at PMU.

Changes in Student Status

Changes of College or Major

Students seeking to change their major within their college/school or to change their college/school must complete the appropriate form available from the Office of the Registrar. Requests for a change of major or change of college/school should be submitted to the Office of the Registrar at least two weeks before the registration time of the affected semester. To be eligible for a change of major, a student must meet the requirements for admission to the new major, and the request must be approved by the dean of the new major.

Adding and Dropping Courses

Students are allowed to add and/or drop courses during the first week of fall and spring classes. Courses dropped during this period are not recorded in the student's transcripts.

Students interested in dropping or adding courses should first consult with their respective advisors.

Withdrawal from Courses

Students are permitted to withdraw from courses after submitting the appropriate withdrawal form. Students are expected to maintain a minimum course load of 12 credits, but under special circumstances the dean of the college/school may allow students to drop below 12 credits. If a student drops below 12 credits the fee schedule will revert to the per credit hour tuition and fees.

Withdrawal from courses should occur no later than the end of the 10th week of classes. A student who withdraws from a course before this date will receive a grade of W for the course on the transcript. This grade will not impact the student's GPA.

A student who withdraws from a course from the 11th week up to the last day of classes will receive a grade of either WP or WF for the course. A grade of WP will not impact the student's GPA. A grade of WF will be recorded on the student's transcript as 0.00 grade points for the course, and this will be used in calculating the student's GPA. The determination as to whether a student receives WP or WF will be upon the recommendation of the course instructor.