

OFFICIAL POLICY

Subject/Title: Registration

Policy Number: FPU-5.0102AP

New Revised Technical Revision Only Emergency Policy

Date First Adopted: June 2, 2015

Date Revised: August 24, 2021

Responsible Division or Department: Registrar

Initiating Authority: Executive Vice President for Academic Affairs/Provost

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all students attending the University.

B. POLICY STATEMENT:

1. Requirements for registration. Prior to registration for the student's initial term at the University, each student accepted for admission must submit a signed medical history form, including documentation of appropriate immunization as required by the University. International students must submit the medical insurance required under Board of Governors regulation 6.009 before registering for classes.
2. Student responsibilities. A student must register for a course prior to attending the course and is responsible for his or her registration status. A student who makes changes to his or her registration should take into consideration the potential academic and financial impact.
3. Priority registration for veterans. In the event the University offers priority course registration for any segment of the student population, the University shall provide priority course registration for each veteran of the United States Armed Forces who is receiving GI Bill educational benefits or for the spouse or dependent children of the veteran to whom the GI Bill educational benefits have been transferred. Each eligible veteran or his or her spouse or dependent children will be given such priority for course registration until the expiration of the GI Bill educational benefits.
4. Limitations. The University reserves the right to proactively register any student for the purposes of ensuring student progression and achievement. In cases where the University registers a student that schedule may only be modified by petition to the University Registrar.

C. PROCEDURES:

1. A student registers for courses by logging into his or her My Poly Portal and selecting the desired courses during the registration periods as listed on the Academic Calendar and outlined below:
 - a. **Early Registration Period.** Students register during the preceding semester on the dates indicated on the Academic Calendar.

- b. **Registration by Assigned Time Period.** The Registrar assigns degree-seeking students a scheduled day and time to register for courses based on their classification, GPA, and credit hours completed.
- c. **Regular Registration Period.** Students may register during the Regular Registration Period, which immediately follows after the Registration by Assigned Time Period. There is no scheduled day and time for Regular Registration. Registration is on a first-come, first-served basis for degree-seeking students, excluding students who are only permitted to register for courses on a space-available basis.
- d. **Late Registration Period.** The Late Registration Period immediately follows the Regular Registration Period. Students registering during the Late Registration Period are subject to a Late Registration Fee as listed on the Academic Calendar and in University Policy **FPU-4.001 Tuition and Related Fees Schedule**.

Non-degree/Employee/Audit Registration Period. Non-degree seeking students, University employees, and students seeking to audit, but not receive a grade, for a course may register during the Non-degree/Employee/Audit Registration Period. Non-degree seeking students, University employees, and students seeking to audit a course are not subject to the Late Registration Fee.

Policy No.: <u>FPU-5.0102AP</u>	POLICY APPROVAL
_____ Initiating Authority	Date _____
_____ Policies Committee Chair	Date _____
_____ President	Date _____
Approved by Florida Polytechnic University BOT, if required Date _____	
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	

Form: Academic Policy Template 2021.05.03