Motion to revise the Registration Process – Tina Saxowsky (Chemistry), Educational Policies Committee – ACTION ITEM.

Resolved, that the faculty approve revisions to the Registration Process, to appear in the Catalog as presented in Attachment E.

REGISTRATION PROCESS

Pacific Lutheran University’s registration process begins with the idea that all students have opportunity to register for classes in an orderly manner. Advising and Registration are intertwined at PLU and students are encouraged to meet with their advisor early in the Registration process to determine the number, level and distribution of courses that meet major/minor and general education elements towards a degree. As with most institutions, fairness is the governing principle – balancing seniority with access to courses for all students. Seniority is the ruling principle of registration (students register in descending order starting with graduate students, then undergraduate students with senior-level hours, juniors, etc.). Students’ registration “windows” open at their specific time and remain open until the close of registration (normally the end of the current term). Registration for January term and spring semester is divided into multiple periods: the first week for currently enrolled seniors and juniors; the second week for currently enrolled sophomores and first-year students. Incoming students will be registered as designated by Academic Advising after the currently enrolled student registration period. Registration for summer and fall semester is divided into multiple periods: the first week for currently enrolled seniors and juniors; the second week for currently enrolled sophomores and first-year students. Incoming students will be registered as designated by Academic Advising after the currently enrolled student registration period. The non-seniority exceptions to registration include:

- International Honors Program students – these students’ registration windows open at the beginning of their class-level cohort.
- Students with documented disabilities requiring early registration, as determined by the Director of Disability Support Services – these students’ registration windows open on the first day of registration if it is a needs-based accommodation for their disability.
- Study Away students enrolled in a semester-long study away program affiliated with the Wang Center – these students’ registration windows open at the beginning of their class-level cohort.
- Military Veterans using federal benefits as designated by a certifying official – these students’ registration windows open at the beginning of their class-level cohort.
- International students completing a Study Away from their home university at PLU and intending to transfer credits back – these students’ registration window opens at the beginning of the sophomore level cohort.

Any changes to the order of registration is decided upon and approved by the faculty.