



California University of Pennsylvania

POLICY: Registration

A. Purpose & Scope:

To describe the registration process for undergraduate students

B. Definition(s):

Matriculated student: A student seeking a degree or credit certificate from a college or university.

Non degree student: A student who enrolls for classes but is not seeking a degree or credit certificate from a college or university.

C. Policy:

Eligibility to Register - All students who have been admitted to the university and who are in good academic, financial, and disciplinary standing are eligible to register.

Enrollment and Matriculation - A student seeking a degree or credit certificate from California University is considered a matriculated student and must meet the graduation or completion requirements for his or her declared major or program. An individual who enrolls for classes but is not seeking a degree or credit certificate from California University is considered a non-degree student. A non-degree student wishing to matriculate into a degree or credit certificate program must satisfy admission requirements for that program.

D. Procedure(s):

Registration Procedures

Registration for an upcoming semester may be completed during the registration periods identified and announced each semester. Specific information and instructions for registration are distributed through college e-mail announcements.

Registration includes academic advising, scheduling courses, and payment of tuition and fees. Prior to scheduling classes, students should meet with their academic adviser to discuss their progress and develop a schedule for the upcoming semester. Entering a student's schedule into the University's registration system creates a financial obligation by the student to the University, and students who do not make payment arrangements by the due date may have their semester schedules canceled.

E. Effective date: 2005-2006 Undergraduate Catalog

Updated date: August 15, 2010