

REGISTRATION FORMS

(Before signing a registration form look for the following)

1. Is the student signing up for enough credit hours (9 - 13) for full time student. (12 credit hours minimum if student is supported).
(a student is allowed to take 13 credit hours with the 13th credit being given to the student. Tech will pay tuition for the 13th credit).
2. Lower level Courses (100-200) must be approved for all but a thirteenth credit. (A lower level Course approval form must be signed by the department chair, academic advisor and the graduate office). This must also be entered in the Master List.
3. Make sure the student is not taking a FA or PR class to total their 9 or 12 credits (the student must take all regular courses for their 9 to 12 credit hours, the FA or PR class can be used as their extra credit).
4. If a student is registering for a level #595 (Dissertation) class, make sure that the student has passed Candidacy. Only PhD students who have passed their Candidacy Exam may take level #595. If they have not passed candidacy, they may use a #500 class instead. (Make sure when a PhD student brings in their Course Program, check to see if they have passed Candidacy then enter in Banner as well as the Master List.
5. A full time (12 hr.) student may only Audit 3 credit hrs. per semester.

CHANGE OF REGISTRATION

1. Make sure if the person is adding or dropping classes that they are still registered for the correct amount of hours.

WITHDRAWAL

1. If a student is withdrawing from a class make sure that they are still taking the proper amount of credits for a full time student. If they go below their full time status they will lose their assistantship and will also be put on warning. Check with Dr. Johnson if there is any question about withdrawals.
2. If a student tries to withdraw after the deadline, Dr. Johnson must **always** be asked to look over the form and sign it.