

REGISTRATION GUIDE FOR ADVISORS

COURSE REGISTRATION

Regular course registration should be done by the student online in their myMU account or with an add/drop slip at the Registrar's windows. Holds should be reviewed with students during advising sessions to ensure they know if they need any signatures for permission, or if they need to take any additional steps to lift hold(s) prior to registration. Staff advisors may register students in Banner for New Student Orientation and during times that align with the Academic Calendar registration allowances.

PRIORITY REGISTRATION

Students can register themselves online or registration can occur through the Registrar's Office. Colleges/Departments/Advisors cannot do priority registration Banner.

If a student comes to the Registrar's window, they're required to have the stamped add/drop slip completely filled out. If a student or advisor sends the registration slip through email, the Registrar will verify based on the internal spreadsheet for priority and register if no issues. Please send the emails to Billy Biggs or registrar@marshall.edu. Most students should be able to register themselves online without any issues starting at 12:01 am on the first date of Priority Registration.

Priority registration flagged groups: students with disabilities, Honors College, first and second-year nursing students (MU and St. Mary's), athletes (not cheerleaders), ROTC, Debate Team, BS to MD admits, Student Support Service students, and VA Beneficiaries. Must be currently enrolled. Dates are announced every semester, typically 2 days prior to registration opening for seniors.

COURSE OVERLOADS

If a class is closed, the student will need the chair's permission to overload the course. If a student is seeking an overload after the course start date, they also need to get permission from their College AD. If the student has an advisor hold, they will also need the advisor's permission.

2ND 8 WEEKS COURSE REGISTRATION

Students can register for 2nd 8 weeks courses as normal through the last day of the first week of class. After the first week of class (add/drop) has passed, registration should proceed as follows:

- If the class is open, the student only needs their advisor's permission to add the course.
- If the class is closed, the student will need both the advisor's permission and the chair's permission to overload the course.
- The AD or designated college official should alert the professor that a new student is being added to their class post-start date.

After the first day of the 2nd 8 weeks period has passed, registration should proceed as follows:

- If the class is open, the student needs the AD of their college and the course instructor to give permission for a late registration
- If the class is closed, the student will need the chair's permission to overload the course, and will also need the AD of their college and the course instructor to give permission for a late registration

- The AD or designated college official should alert the professor that a new student is being added to their class post-start date.

All registrations should be completed on an add/drop slip taken to the Registrar's window or sent by email to registrar@marshall.edu.

COURSE WITHDRAWAL/TOTAL WITHDRAWAL

Individual Withdrawals:

- **Day or night classes:** Students can drop individual courses after the Schedule Adjustment period and during the Withdrawal period which lasts until five instructional days prior to the last class day as defined in the academic calendar for each term. The exact last day for dropping individual courses is always published in the Academic Calendar for any given semester or term.
- **E-Course Withdrawal Period:** The withdrawal policy for e-courses parallels that for regular courses. After that time, only a complete withdrawal from the university is allowed. The refund policy for e-courses also parallels that of regular courses.
- **High-demand course:** If a student drops a "high-demand" course during the Withdrawal period, he/she will not be able to pre-register for the course during advance registration. Students can obtain an up-to-date listing of high-demand courses from the Office of the Registrar.

Students can request an individual course withdrawal through the electronic Individual Course Withdrawal form located on the Registrar's and Advising webpages.

Total Withdrawal:

Students should email twc@marshall.edu requesting a total withdrawal. A Total Withdrawal Counselor from their college will connect with them to complete the counseling and the withdrawal.

BHSAP AND REGISTRATION

The Buck Harless Student-Athlete Program provides guidance to its students regarding course registration. All Advisors should review the course requirements and suggestions for the upcoming semester directly with the student. College Advisors should consider the athlete's practice times and athletic obligations when reviewing course options. The BHSAP advisor will assist the student in navigating priority registration. College Advisors should consult with BHSAP Advisors prior to schedule adjustments.

REINSTATING AFTER DROP FOR NONPAYMENT

Any student that was dropped for non-payment must do the following:

- The student must meet their financial obligation to the Bursar's office.
- The Bursar's office will provide the said student with a Dean's reinstatement letter.
- Then the student must go to their Dean's office and an add/drop form will be given to them/filled out.

- The student will then come to the Registrar's Office with the add/drop form w/ appropriate signatures.
- The student may or may not have the letter with them (the Dean may possibly keep the letter).

If a student is unable to present their request in person, their request to be re-registered can come from an email request through the Dean.

REGISTRATION WHILE ON PROBATION

Students on academic probation must have proper approval (AD or designated advisor), a completed and signed Academic Improvement Plan, a completed add/drop slip, and must register in person at the Registrar's Office (Old Main 106A). Alternatively, the AIP and add/drop slip may be emailed with the registration form by the student or the advisor to the Registrar's email. If the student sends the email, they should CC the advisor. Staff advisors may register probation students during the AIP meeting if the time aligns with the Academic Calendar registration allowance.