



# Registration Form

Student ID

Name

Program

## Terms and Conditions

Each semester, students register for classes in person during the registration period following the steps below.

### Step1. Academic Advice

Students may receive advice about program requirements from an academic advisor. Advisers provide students with current academic information to meet program requirements. Please bring your transcript and the program curriculum with you to this meeting.

### Step2. Registering for Classes

- a. Students should submit a class registration regulation with signature and class list.
- b. Classes are available on a first come, first serve basis. Classes in which fewer than 8 students are registered will be cancelled. If the class is full, students will be placed on a waiting list. The school contacts students as a class spot opens. Students, who are placed on a wait first and not contacted by the end of Add/Drop period, will not be admitted into the class.
- c. Students are encouraged to register early. Students who register late are charged with a late fee.

### Step3. Pay Tuition

- a. Pay tuition or make a payment plan: Students have not finished the registration process until paying in full or making a payment plan, students may visit the Student Accounts Department in person or by mail to pay in full or to make a payment plan.
- b. Registering late: Those who register late pay a tuition late processing fee.

### Step4. Add/Drop Period

Students are only allowed to change courses until the last day of the Add/Drop period. To add or drop a class, students submit the class list during the Add/Drop Period.

### Important Regulation

- a. International students must maintain full-time status. Full-time status for a Bachelor's Degree requires a student to be enrolled for a minimum of 12 credits. Full-time status for a Master's Degree requires a student to be enrolled for a minimum of 9 credits.
- b. Bachelor's students who wish to take more than 18 credits must receive permission from an academic adviser. Master's students who wish to take more than 15 credits must receive permission from an academic adviser.
- c. Students must complete the Library Information Literacy class in the first semester of their matriculation.
- d. Graduate students must complete the required practicum before graduation, if required by their major. Students who have reached their last semester, or have less than 18 credits to graduate, will be able to take the Practicum class.
- e. International students may take only one Online course per semester.
- f. Students may leave WUV at any time by completing a Withdrawal form. The form must include all required signatures. A grade of "VWD (Voluntary Withdrawal Drop)" is given when a student withdraw or is withdrawn from a course after the add/drop period but within the first 5 weeks of the start of the semester. After the first 5 weeks of the start of the semester, the student will receive a "VWF (Voluntary Withdrawal Fail)" grade.

Signature \_\_\_\_\_

Date \_\_\_\_\_