



Registration Information

Prior to registration, all students should do the following:

All seniors not on probation may register without meeting with their academic advisor although they are strongly encouraged to do so. Students on probation **must** see their advisor to register.

Freshmen are not eligible for online registration. Freshmen will be advised and registered in the Academic Success Center (formerly the ARC).

New Transfer students with 31 hours or more will register in the Office of Student Records. New transfer students with fewer than 31 completed hours must be advised and register in the Academic Success Center.

Students are responsible for following their degree audit and should plan accordingly because some classes are not offered every semester.

Any “hold” on their student record must be resolved before registering. For information on holds, please contact the Office of Student Records at 817-531-4414.

Registration Times

Online registration for fall is open and available 24 hours a day, seven days a week. During **late** registration, registration hours will be 8:30AM – 4:30PM in the Office of Student Records. **NOTE that Thursday, August 20, faculty will be on campus all day specifically for advising returning students who have not yet registered. On that day, you may register in the Office of Student Records.**

****Please note: Returning students who have not yet registered will be assessed the \$100 late fee.**

This fee does not apply to new students or re-admitted students. New students should contact the Office of Admission, 817-531-4422, for information on freshmen and transfer student registration dates.

Freshmen are not allowed to register online. All freshmen, including transfer students with fewer than 31 completed hours, must be advised and register in the Academic Success Center.

Class Load

The normal undergraduate class load is 15 hours. Twelve credit hours is the minimum class load for full-time student status during the fall or spring semesters. Undergraduate students enrolled in fewer than 12 hours are considered part-time students.

Eighteen (18) hours is the maximum class load for which a student may register during the fall or spring semester without special permission. Students with a grade point average of 3.0 or better for the previous Semester, and with the acceptable cumulative grade point average, may register for 19 or more hours with the permission of the dean of the student’s school. An overload request form which must be secured in advance and presented during registration is available online and in the Office of Student Records.

To Register for a Math Course

If you have completed over 15 hours but have not completed the GEC math requirement, you should register for a math class. If you have the math prerequisite or have taken the Math Placement Test at Texas Wesleyan University, this information must be verified with a signature from the Office of Student Records or Mathematic Department.

If you don't have the math prerequisite and have not taken the Math Placement Test at Texas Wesleyan, you must immediately go to the Academic Success Center to take the Math Placement test.

To Register for Internships, Independent Studies, or Conference Courses

You may not register online for Internships, Independent Studies, or Conference Courses. You must have the Internship Form or Independent Study/Conference Course Form filled out with the appropriate signatures. The syllabus must also be attached to the form in order to register. These forms are available in the Office of Student Records and the Dean's offices. Bring the form and syllabus with your registration card to the Office of Student Records.

Adding, Dropping, and Withdrawing

Once you have registered, you may add or drop a course online or in the Office of Student Records throughout the open registration period. Keep in mind that dropping or adding courses will alter your degree audit, and required courses should not be dropped without seeing your advisor. During late registration periods (see Registration Times) you may add or drop courses in the Office of Student Records with the proper paperwork.

Once classes have begun, courses may still be dropped but will show a grade of "DP" on your transcript. Any courses dropped after the last drop day (check Academic Calendar) will show a grade of "F" on your transcript.

Withdrawal from all courses requires full withdrawal from the university.

Tuition and fees will be refunded at 100% if a course is dropped before the first day of classes. Courses dropped after classes have begun will be refunded according to the refund policy as indicated in the university catalog.

Class Cancellations

If a class is cancelled, you will be contacted by the Dean's office. You will have the option to enroll in another course.

Late Registration Fees

A \$100 late fee will be charged to your account if you are a returning student and you register during the late registration periods (see Registration Times).

Graduation Application

Deadlines to apply for graduation are as follows: April 1 for Fall graduation and November 1 for Spring graduation. Bring your completed application to the Office of Student Records for processing. Graduation Application forms are available online (see the Registrar's web page) or in the Office of Student Records.

Concurrent Enrollment

If you plan to take courses at another institution while attend Texas Wesleyan, you must fill out the Concurrent Enrollment Form available in the Office of Student Records.

WebCT Classes

If you have questions concerning WebCT classes, please call 817-531-4428. Select Option 1 from the menu directed answering service to receive assistance 24 hours a day, 7 days a week.

**Please note: WebCT classes do have an additional fee charged and are denoted by “W” after the section number. For example, ENG-1301-01W.

Grades

Final grades are available on RamLink approximately one week after the last exam date. Grade reports are not mailed to students.