

UNDERGRADUATE

PREREQUISITE PROCESS WITH REGISTRATION

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1. Registration information is posted on-line and in the front of the printed composite for the term. The student registers according to the date and time assigned. The priority of registration time rotates each term.
2. The student discusses courses with his/her advisor to be approved.
3. The student will receive a PIN code for the registration after he/she discusses courses with their advisor.
4. The system registers the student for the approved open classes at the time he/she is eligible to register.
5. The student checks schedule on-line and, if class is closed, may contact that dept. chair for permission to register (wait-list). Drop/Add form may be required with additional signatures.
6. Student may change courses on-line once registered up to a designated date by the Registration Office. Students are responsible for deleting or changing courses that are not approved by their advisor.
7. If a student is registering for a course which the prerequisite has not yet been completed, a drop/add form is required with the advisor and Assistant Dean's signatures.
8. If the student fails a course in the present term which is a prerequisite for a registered course, he/she must change their schedule.
 - Dept. chairs, faculty advisors and admins need to review the grade reports at the end of each semester to search for poor and failing grades. They should notify the student to make changes in the next semester's coursework due to the prerequisite requirements not being met.
 - If a transient course is being taking outside UD to accommodate the prerequisite, an approved transient form must be on file in the Dean's Office. The Registration Office will be notified by the Dean's Office of such course activity.