

Updated July 31, 2014

Registration for Degree Programs

1. **Scheduling Classes in Solar:** The Tseng College program manager/coordinator should work with the Tseng College director of Admission, Registration and Client Services (ARC) to make sure courses are properly "scheduled" (i.e., entered into the Solar database) at least a month before the start of registration for the program/cohort in question.
2. **Formal Admission is Required before Registration for Degree-Seeking Students:** To register for any course in a degree program offered through The Tseng College, a student must be formally admitted to the program. Registrations will not be permitted for students who have not been admitted to the program. The official list of those admitted for a given degree program is given to the Tseng College director of ARC from the program manager/coordinator for enrollment.

Exceptions: Under special circumstances, a student who is not formally admitted may be given permission to register in the first one or two courses in a Tseng College degree program. This permission must be given in writing by the Tseng College executive director to the director of ARC. If such a registration exception is approved, the student must pay in full for the course(s) in question at the time of registration. The Tseng College program manager/coordinator should keep this approval for exception in the file for the relevant program/cohort.

Related Exception: Registration in any course beyond the first two courses in any Tseng College degree program by a student who has not been formally admitted requires the director of ARC to have the written permission of both the executive director and the associate dean of The Tseng College. If such an exception is approved, the student must pay in full for the course in question at the time of registration. The Tseng College program manager/coordinator should keep this approval for exception in the file for the relevant program/cohort.

3. **Ensuring that Cohort Students are registered in the Correct Classes:** At least 30 days before a cohort begins, the program manager/coordinator gives the ARC director a list of confirmed students to be registered for the first term. Continuing student enrollment happens in November, April and July. Prior to the enrollment period, the ARC director runs an enrollment audit report to verify the students who have paid and who do not have any holds. Only students who have paid their balance and cleared their holds are enrolled into the next semester classes, which are based upon the cohort class schedule.
4. **Academic Integrity of the Program:** Each Tseng College cohort course is

designed to build upon those that preceded it in order to provide a cumulative, comprehensive, and integrated academic experience. For this reason, cohort program students are expected to take the full complement of courses, and substitute courses taken at other institutions are generally not allowed.

5. **"Transfer-In" Courses:** Because Tseng College degree programs are created as a total package in which each course is designed to meet a specific learning outcome, it is only under rare circumstances that a student is permitted to "transfer in" a course taken at another university as a substitute for the course designed specifically for his or her Tseng College cohort. Any such substitution must be approved in advance by the academic lead as equivalent and then by both the director of GPE and the dean of The Tseng College. Additionally, the financial implications of the substitution must be set forth in writing and also approved by the dean. As a general rule, a student in a Tseng College cohort program who receives permission to substitute a "transfer-in" course for one of the required courses in his or her program is still obligated to pay the full cohort price for that term.

Exception: Any exception to the financial obligation of a cohort student must be in writing and made at the time that the student is admitted into the cohort to avoid misunderstandings about the student's financial obligations. Note that students whose course substitutions are approved will not qualify for financial aid during that term. Further, administrators must allow time for the coding of the student's file so that the automated method for charging tuition can be suspended during the term in which the substitution occurs and charges can be applied manually.

6. **Drops/Withdrawals for Courses in a Degree Program:** Students wishing to drop a course or withdraw from a cohort program must contact the program manager/coordinator. The student can be dropped from a course or withdraw completely from the current term by completing a Withdrawal Notice form and give the form to the student accounts specialist. The student accounts specialist will follow through to make sure that the student's record is correctly updated in Solar to reflect the changes.

If the director of GPE requests a drop student drop period, he or she must complete the self-support late change of schedule petition form, which requires various signatures depending on the percentage of completion. Once all the signatures of the instructor and the academic lead/department chair have been signed, the form should be given to associate dean of the Tseng College who will forward to the dean of the collaborating college or the AVP of Graduate or Undergraduate studies depending on the percentage of completion.

Important: Program managers/coordinators should not discuss the possibility of a refund or any specific refund amount with course-dropping or withdrawing cohort program students. Entering cohort students agree to pay the required cohort fees upon admission and should not expect to receive any refund for dropping a course or withdrawing from a cohort.

7. **Non-matriculated Student Registration:** All but one of the degree programs offered through the Tseng College are offered in a cohort format, and the admission of non-matriculated students to courses to a cohort-format degree program is generally incompatible with the design and learning goals of these programs. The addition of non-matriculated students to such programs would likely disrupt the educational experience for the degree-seeking students and also present a challenge for instructors who try to address the non-matriculated student who has not participated in the same course of instruction as his or her classmates.

If the developers of a proposed degree program to be offered through The Tseng College wish to permit non-matriculated students to enroll in courses in that program, a plan for the registration of non-matriculated students in selected courses must be a part of the original program plan and must be approved by the dean of The Tseng College. Alternatively, if The Tseng College program manager/coordinator of an existing degree program, working with the collaborating department or the relevant academic lead, wishes to recommend that non-matriculated students be permitted to enroll for selected courses in that program, a proposal should be developed and submitted to the dean of The Tseng College.

Once a proposal to register non-matriculated students in a Tseng College degree program is approved by the director of GPE, the program's academic lead, and the dean of The Tseng College, non-matriculated students will be registered and charged the same rate as other students admitted into the program. Those registering as non-matriculated students in a degree-program course must pay in full at the time of registration.

Thereafter, any admitted non-matriculated students must be tracked and should not continue to be enrolled in non-matriculated status beyond the first semester. Such students must be fully advised as to the university's restrictions on the number of credit units taken as a non-matriculated student that can be applied to a degree program and must sign a letter indicating that they have received this information and understand the information.