Registration and Change of Schedule

All students are assigned a Student Success Specialist and/or an Academic Advisor to assist them in their academic planning and in navigating University registration processes.

During the latter part of the fall and spring semesters, Traditional students who plan to be enrolled for the next semester will register themselves online via the Student Portal.

Financial obligations must be met in the Business Office before the registration procedure is complete (i.e. any student with a Hold from the Business Office or Financial Aid will not be registered until the Hold is taken care of.

GPS and Online students are registered for their courses by their Student Success Specialists in the following Graduate & Professional Studies (GPS)/Online programs.

- Associate of Arts
- BA English
- BBA
- BS Communication
- BS Criminal Justice
- BS Healthcare Administration
- BS Health Informatics
- BS History
- BS Information Technology
- BS Psychology
- BS Religious Studies
- MBA
- RN-BSN

Student registration for the MSN, DNP, and MEd degree programs is processed each semester by the Student Success Team following consultation with the student’s academic advisors.

A student is not excused from attending a course he/she wishes to drop until he/she has officially dropped the course with the Office of Registration and Records.