



ADDING COURSES PROCEDURE FOR COURSE REGISTRATION & OVERRIDES

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Usually the school's registration system will not allow students to register for a course if they have not met all of the qualifications for the course. **If the student cannot register for a course there is generally a reason for it!** All requirements for a course must be carefully reviewed and have been met by the student before said student can potentially be added to any course.

FOR COURSES BEING TAUGHT BY AN ADJUNCT INSTRUCTOR

Adjunct instructors are not authorized to add students to their classes. If you wish to add a course that is being taught by an adjunct instructor, coordinate a request to add the class with your instructor and the Graphic Design Area Coordinator or another full-time, tenure-track faculty member. Refer to the course catalog, Wolverine Track, and with your academic advisor for details on requirements and your status as a student. Students will be expected to provide the following when placing a request to add a graphic design course:

- Proof of completion of all prerequisites and other qualifications in order to be considered a candidate to be added.
- Verification that the adjunct instructor approves that the student is to be added to the course.

IMPORTANT NOTES:

- All students must provide proof of qualification in order to be considered as a candidate to be added to a course.
- Students must take a place fairly in line as part of the university's wait-list system—typically the first full week of the semester). More information on the wait-list system is at <http://www.uvu.edu/registration/info/waitlist.html>
- Courses to be added or dropped have deadlines that must be met. Courses cannot be added or dropped after such dates. Refer to the Student timetable on UVU's web site for more information. <http://www.uvu.edu/schedule/>
- Due to fire-code restrictions, students cannot be added to a class if the maximum enrollment has already been met, even if it seems as though there is room for them in the classroom.
- **Non-BFA-Program students will not be allowed into any BFA-Only course.**
- BFA students needing to register for ART499R BFA project will have to get an override in order to register for the class.
- When registering for BFA-only courses, registering for such courses is contingent upon the BFA-student maintaining minimum grade and GPA requirements. Consult the course catalog and/or an academic advisor for additional information.
- Certain courses may or may not be beneficial to students from a graduation/degree-earning standpoint. It is always recommended that students consult with their academic advisor before registering for any course to be certain the course will count toward their degree (if a degree is being sought).
- If a course to be added overlaps with another course's time slot that the student is currently registered in, Graphic Design area policy prohibits students from registering for such classes. Due to standard attendance policy, students will not be allowed to leave one class early or arrive at another late for any reason including because of overlapping class times.
- Prerequisite courses cannot be taken concurrently with the courses requiring the prerequisite. **The prerequisite skills must be completed before the student enrolls in the class requiring the prerequisite.**
- Any exceptions made to the registration/course-add procedures are rare and are made only in instances of extreme or extenuating circumstances. **A student merely wishing to get into a class, or one who is having difficulty registering for the desired classes does not constitute an extenuating circumstance, even if it graduation will be delayed.**

IF A COURSE IS BEING ADDED BY A FULL-TIME FACULTY MEMBER

Upon verification and approval of any course-add request, the faculty member will notify an academic advisor, and the registration block(s) will be removed, allowing the student to register for the course.