

# REGISTRATION

## Matriculation

Matriculated students are those who have been admitted as candidates for a degree. A nonmatriculated student is one who has not been admitted as a degree candidate but has received approval to register for credit courses.

## Classification of Students

Class standing is determined by the number of credits the student has completed, which in turn determines which class dean the student will work with. Exception: BFA students' class dean is based on their entry year.

| Year or Classification | Credits Completed |
|------------------------|-------------------|
| First Year             | 0-29              |
| Sophomore              | 30-59             |
| Junior                 | 60-91             |
| Senior                 | 92 and above      |

## Official Registration

Fordham University recognizes that the responsibility for each student's academic success is shared by the student, the faculty, and the administration. Therefore, before a student registers for coursework at the University, preregistration advising is provided.

An advising hold is placed on each student. Once students have met with their adviser, this hold is removed and students may register for the next semester. Students must register according to the schedule provided in their registration materials before attending any course. Registration materials are emailed to each student's Fordham email address before official registration in the fall (for the next spring term) and spring (for the next fall term). Students must register before the first day of classes. Students will not be awarded credit for courses they have not registered for by the end of the add/drop period.

## Course Changes

Students may change their course schedules by adding/dropping until the deadline specified in the academic calendar. Note that the add/drop period is meant for replacing one course with another. Students who drop all their classes during the add/drop week will be responsible for tuition charges corresponding to withdrawal prior to the second week of classes.

Veteran students should be aware that if they are using any military education benefits, withdrawal from a class may create a debt with the VA, their service branch, or Fordham. Before withdrawing from a class, such students should consult with the VA Certifying Officials in the Office of Academic Records.

## Registration in Other Fordham Schools

With a few exceptions, such as Honors Program and Manresa courses that are college-specific, FCLC students may register for courses in GSB, PCS-LC, PCS-RH, and FCRH. Students may not take more than six courses at the Gabelli School of Business (GSB).

Please note that FCLC students are not permitted to take online courses during the academic year.

## Credit/Course Load

Full-time status is achieved by registering for 12 or more credits per term; part-time status involves a credit load of fewer than 12 credits. Full-time status is needed for financial aid and residential life. The normal credit load per term is five three-credit courses for first years and four four-credit courses for juniors and seniors.

Students who have demonstrated their ability to carry a 16-credit course load with at least a 3.000 cumulative GPA may request special permission of an assistant dean to enroll in an additional course. Students paying the flat tuition rate will be charged extra tuition for any credits over 18. (B.F.A. students may register for up to 21 credits without additional charges, and students majoring in natural science for up to 20.) Exceptions: Juniors and seniors who have achieved a 3.700 grade point average (cumulative or for the two preceding semesters) are eligible for a scholarship for a fifth course taken to enrich their academic program. Such scholarship courses and credits may not be used to accelerate graduation, that is, to reduce the number of full-time semesters a student spends at Fordham College at Lincoln Center. B.F.A. students may register for up to 21 credits without additional charges, and students majoring in natural science or registered as prehealth may register for up to 20 credits. The college reserves the right to cancel the registration of students who take more than the maximum credit load without permission.

## Leave of Absence and Readmission

The leave of absence policy is described in the Academic Programs, Policies, and Procedures chapter of the bulletin.

All former students who wish to apply for readmission must complete the online Undergraduate Readmit Application Form, which will be submitted electronically to the Office of Academic Advising (LL804; 212-636-6350).

In addition to the application, a personal statement describing the applicant's activities while away from college must be submitted. An interview may be required as part of the readmission process.

Readmission decisions are based primarily on the applicant's previous academic record with the college, although other factors may be considered as well.