Registration Policies and Procedures

Course offering information is available at uwf.edu/registrar.

Academic Advising

The University of West Florida is committed to quality academic advising to assist all students in attaining their educational goals. Graduate students are advised by faculty in their program department. All students are encouraged to seek academic advising on a regular basis.

Degree-seeking students are responsible for arranging appointments with their assigned academic advisors prior to registration. Degree-seeking students who are enrolling for their initial semester at UWF must meet with their advisor prior to registration to discuss degree plans and have the advising hold deleted. Appointments can be made through the academic departments, or for Emerald Coast students, through the staff of the Emerald Coast campus. Degree-seeking students have priority for registration and enrollment.

Registration Holds

A registration hold will be placed on the student record for one or more of the following reasons: incomplete admissions documents, financial obligations (parking tickets, library fines, etc.), financial responsibility (https://confluence.uwf.edu/display/public/Financial+Responsibility+Statement), administrative discipline, failure to comply with the immunization requirements, etc. A registration hold must be lifted or deleted prior to registration. For more information on viewing holds, click here (https://confluence.uwf.edu/display/public/Viewing+Holds).

Students are able to view their grades, schedules, holds, and financial aid information in MyUWF (https://my.uwf.edu). Students should contact the appropriate office and arrange for removal of the registration hold to register for classes, receive official transcripts, grades, and diplomas.

Late Registration

Registration must be initiated prior to the first day of any given term within each semester to avoid the late registration fee. Students who are not registered for at least one class before the first day of the term will be assessed a nonrefundable late registration fee of $100.

Course Load/Maximum Hours Taken Per Semester

Master’s and Specialist

Master’s and specialist students may not enroll for more than 12 semester hours in a semester without the written permission of the academic advisor and the chairperson of the graduate program. For certification of enrollment, six semester hours is considered full-time for all semesters. Students who withdraw are not considered enrolled in the course once the withdrawal has been processed.

Doctoral

For full-time status, the University requires a doctoral student to register for a minimum of six graduate semester hours. Students enrolled in dissertation hours are considered full time. The maximum number of hours for which a doctoral student may register in any given semester without special permission is twelve. To register for more than twelve hours, students must complete an “Ed.D. Student Petition” form. Approval from the committee chair and the College of Education and Professional Studies Graduate Office is required.

Certification of Enrollment

The University of West Florida reports enrollment status based on the definitions listed below. Information on enrollment is reported through the National Student Clearing House and is available for the semester beginning the first week of classes.

<table>
<thead>
<tr>
<th>Status</th>
<th>Fall/Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>6 SH or more</td>
<td>6 SH or more</td>
</tr>
<tr>
<td>Half-Time</td>
<td>3-5 SH</td>
<td>3-5 SH</td>
</tr>
<tr>
<td>Less than Half-Time</td>
<td>0-2 SH</td>
<td>0-2 SH</td>
</tr>
</tbody>
</table>

Students participating in internships are not automatically considered full-time for the semester of their internship. The number of hours for an internship is based upon the credit hours granted for the internship.

Non-degree students enrollment status is reported based on the level of the non-degree program.

Students enrolled in dissertation, thesis, or cooperative education are considered full-time regardless of the hours enrolled.

Students who withdraw are not considered enrolled in the course once the withdrawal has been processed, and enrollment status will be adjusted as of that time.

Students receiving Financial Aid should confirm requirements for financial aid eligibility.

Course Prerequisites/Corequisites

A prerequisite is a course in which credit must be earned prior to enrollment in another course. A corequisite is a course that must be taken concurrently with another course. A concurrent prerequisite may be taken either prior to or at the same time (concurrently) as another course. These requirements are included in the course search (https://confluence.uwf.edu/display/public/Searching+for+Course+Offerings).

It is the student’s responsibility to review prerequisite and corequisite information as stated in the course description. Non-degree students should contact the academic department for permission to enter any course that requires a prerequisite. UWF reserves the right to cancel the registration of a student who does not meet the course prerequisites. A student whose registration is cancelled will be notified by the department via his/her UWF email account.

Directed Independent Study

Master’s

Students who wish to study or do research under the direction of a faculty member for topics or areas not detailed in regularly scheduled courses may make arrangements for such study as a directed independent study. Credit hours and requirements are determined by the director of the study. Registration requires the approval of the faculty member who will supervise the study and the student’s advisor. In the College of Business, all directed independent studies also require the approval of the appropriate department chair. Directed studies are available for approved subject area prefixes and levels and are designated by the last three digits of the course number. Example: COP 5905.
Specialist/Doctoral
Students who wish to study or do research under the direction of a faculty member for topics or areas not detailed in regularly scheduled courses may make arrangements for such study as a directed independent study. Credit hours and requirements are determined by the director of the study. Registration requires the approval of the faculty member who will supervise the study and the student’s advisor. Directed studies are available for approved subject area prefixes and levels and are designated by the last three digits of the course number.

Non-Degree Students/Graduate Level Courses
Non-degree students may enroll in a 5000-6000 level course. Many advanced courses require that the instructor grant permission to each enrolled student, including non-degree students. Non-degree students have the responsibility to ensure they have the appropriate preparation for the courses and should discuss enrollment with the instructor prior to registration.

Southern Regional Education Board's (SREB) Electronic Campus
The University of West Florida is a participating member of the SREB’s Electronic Campus, which is a marketplace for courses and programs offered by colleges and universities through electronic methods. Over 200 colleges and universities offer courses through SREB Electronic Campus, enabling students across the South to take courses without leaving their hometowns. All courses are offered by accredited colleges and universities in the Southern Regional Education Board states and exceed the Principles of Good Practice developed by the SREB Electronic Campus. Students may access the SREB Electronic Campus through the Internet at electroniccampus.org. SREB Electronic Campus member states are Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia.

Pass/Fail Grading Option
Graduate students may not elect the pass/fail option.

Audit Grading
With the approval of the student’s assigned Academic Advisor, undergraduate students may choose to audit a course using the Grade Mode Change form. All grade mode changes must be submitted to the Office of the Registrar by the deadlines listed on the Academic Calendar. Instructors are not required to grade work of students auditing a course. No credit is earned for an audit course. Students must have the instructor’s permission to change to an audit after the end of the drop/add period. Out-of-State fees are not assessed for audit courses. Out-of-State students changing from audit to the conventional letter grade system will be assessed out-of-state fees.

Drop/Add Changes
Class schedule changes (drop and add) may be processed once a student has initially registered through the end of the scheduled drop/add period. Students may choose to change their class schedules on MyUWF (https://my.uwf.edu). If the drop/add results in an increase in fees, the student must pay the additional fees as assessed by the fee payment due date. Any refunds of fees due to dropping a course prior to the end of the drop/add period will be issued by the Cashier’s Office. Appeals to the drop/add period should be addressed to the Office of the Registrar.

Cancellation of Registration
Students are not permitted to drop their last remaining course using the online portal. Students may cancel registration (last remaining course will be dropped) by notifying the Office of the Registrar in writing prior to the last day of drop/add. Students who cancel their registration within this time frame are not liable for tuition or fees. The University may cancel the registration of a student whose fees are not paid or who has not received authorized deferred payment status as of the close of the fee payment period. Students are responsible for reviewing registration and account information in MyUWF (https://my.uwf.edu).

Registration of Zero Credit Hours
Registration for zero hours provides for a student’s examinations, coops, internships, ensembles, graduations, use of facilities, etc., when deemed appropriate by the University. The student is assessed resident tuition and the associated fees (see BOG Regulation 7.0003 (http://www.flbog.edu/board/regulations/regulations.php)) for one credit hour. The Zero Hour Fee shall be distributed in the same manner as tuition. Students should see their academic advisors for advice on courses to be taken for zero credit hours. Signed consent or approval from the advisor or department is required in order to register for a zero credit course.

Repeat Course Surcharge
Florida public institutions are required to implement a repeat course surcharge for students who take a state-funded graduate course for the third time. Students taking the same course for the third time at UWF are subject to an increased matriculation fee of 100% of the cost of instruction. Exceptions may be made for individualized study, courses that are repeated as a requirement of a major (i.e. major requires student enroll multiple times), and courses that are intended as continuing over multiple semesters. The repeat of course work more than two times to increase grade point average or meet minimum course grade requirements is subject to the surcharge (see Tuition and Fees (http://catalog.uwf.edu/graduate/tuitionandfees) section). Appeals should be addressed to the Office of the Registrar.

Withdrawal
Individual Class Withdrawal
After the drop/add period, a student may withdraw from an individual course(s) while remaining in other course(s) through approximately the tenth week of instruction of any fall or spring semester*. A grade of “W” will be assigned during this period. Refunds are not issued for individual course withdrawals. Students may process withdrawals online through the “Registration Menu” app in MyUWF (https://my.uwf.edu).

Students are encouraged to consult with their advisor prior to withdrawing from classes and to contact the Office of Financial Aid and the Cashier’s Office for questions regarding fee liability or financial aid awards. Students who withdraw are not enrolled in the class as of the date the withdrawal is processed. Enrollment status (i.e. full-time, part-
Withdrawal from All Courses (University Withdrawal)

Students should contact the Office of the Registrar to withdraw from their final course (considered an University Withdrawal). Students withdrawing from all courses prior to the end of the 10th week* of a full semester will receive a grade of “W”. Withdrawals from all courses during the first four weeks receive a partial refund. Withdrawals after the 10th week of a full semester are considered only by appeal. Withdrawal from all courses does not prevent registration for future terms. Students are not required to apply for readmission unless they have not enrolled at UWF for three or more consecutive academic semesters (including summers). Students are encouraged to consult with their advisors before withdrawing from classes and to contact the Office of Financial Aid and the Cashier’s Office for questions regarding fee liability or financial aid awards. Students who withdraw from all classes are considered not enrolled as of the date the withdrawal is processed. Enrollment status will be adjusted based on the date of withdrawal.

Medical Withdrawals

To qualify for a medical withdrawal, the student is required to complete and submit the Medical Withdrawal Form with supporting documentation to the Dean of Students Office (DSO), Building 21/Room 130. Medical documentation is needed from a physician, counselor, or other licensed health care provider and should include: the date(s) of treatment, the nature of the illness/injury, and indicate whether the illness or injury is severe enough to necessitate a withdrawal for the current or prior semester. The DSO will review the documentation and determine whether the criteria for a medical withdrawal have been met. The student will receive an email notification once the decision has been made. The medical withdrawal process normally takes 10 to 14 working days.

Questions regarding the medical withdrawal process may be directed to the Dean of Students Office or the Office of the Registrar.

Withdrawals for Active Duty Military Service

In the case of a student called to active duty military service or change of orders due to military conflict within the semester, the student must contact the Office of the Registrar and provide a copy of military orders upon receipt of orders. Students will have the option of withdrawing with a complete refund, withdrawal with a grade of “W”, or accepting incomplete grades to allow the student to complete the courses at a later date. Students will be asked to notify the University of the desired option.

The transcripts of students who have contacted the Office of the Registrar as stated above and are subsequently withdrawn, awarded refunds, or given incomplete grades will be annotated with an appropriate statement indicating action taken was due to military active duty service.

Withdrawal Appeal Policy

A request for a late withdrawal (individual class or University, past the published deadlines) is considered an appeal for a waiver of a University policy or regulation and must be reviewed by the Academic Appeals Committee. Final authority for waivers of academic University regulations rests with the Academic Appeals Committee. The Office of the Registrar reports the Committee's decision and has no authority to influence any decision.

Late withdrawals may be approved only for the following reasons (which must be documented):

1. A death in the immediate family
2. Serious illness of an immediate family member
3. A situation deemed similar to categories 1 and 2
4. Withdrawal due to Military Service (Florida Statute 1004.07)
5. National Guard Troops Ordered into Active Service (Florida Statute 250.482)

Students who are requesting a late withdrawal must submit the following in order for the appeal to be considered by the Academic Appeals Committee:

- Appeal for a Late Class or University Withdrawal (http://uwf.edu/offices/registrar/registration/withdrawals-) form which must include the recommendations (in order) of the advisor, instructor, and department chairperson of the course. If the instructor is no longer at UWF, the department chairperson can sign for the instructor. A separate form is required for each course in the semester for University withdrawals.
- A one-page typed statement fully explaining the reasons for the appeal; the statement should include the course of events in chronological order with dates specified, what prevented your academic success in the course, and why you did not withdraw by the withdrawal deadline.
- Medical documentation which supports your reasons to appeal:
  - All documentation is subject to verification.
  - Medical documentation should be submitted from a health care provider, psychologist, or counselor on official letterhead. The documentation should include the nature and duration of the illness/personal problems during the semester in question, the dates of services provided, and the provider's signature.
- Documentation of a death would include a death certificate or obituary stating the relationship of the deceased to the student.
- Appeals will not be considered without documentation.

Appeals for Late Fee Assessments and Refunds

Student appeals for late registration, late payment of tuition and fees, and refunds of tuition upon withdrawal after the refund deadline are referred to the University Fee Appeals Committee. In order to be considered, requests for refunds and other appeal actions must be submitted within six months after the end of the semester to which the refund or appeal action is applicable. Requests submitted after the deadline will not be considered.

All appeals must be submitted in writing or by email utilizing the Fee Appeal Form (http://uwf.edu/media/university-of-west-florida/offices/controller/forms/Fee_Appeal_Form-8.29.16.pdf) (#pdf). The appeal form with supporting documentation should be submitted to Student Accounts, Bldg 20E, or emailed to feeappeal@uwf.edu. Failure to provide adequate supporting documentation will result in a delay of the appeal. An appeal for refund of tuition and fees requires that the
student be officially withdrawn from the course (or courses) prior to being reviewed by the Fee Appeals Committee.

Appeals are reviewed for the existence of extenuating circumstances that may have prevented the student from meeting his/her obligations in a timely fashion. The following circumstances may warrant approval of the appeal; however success of the appeal rests on the facts in each individual case:

1. Call to or enlisted in active duty military service within the semester.
2. Death of the student or death in the immediate family (parent, spouse, child, sibling).
3. Complete withdrawal of the student from all courses due to illness of the student that is confirmed in writing by a physician, stating that completion of the term is precluded.
4. Administrative/University error.

Circumstances generally not sufficient to support an appeal include, but are not limited to:

1. Not being aware of registration and/or tuition due dates.
2. Insufficient financial aid or financial hardship.
3. Lack of familiarity with UWF system or procedures.
4. Withdrawal from a class (or classes) to avoid failure or low grades.
5. Withdrawal from a class (or classes) because of dissatisfaction with an instructor.

Note: Withdrawal appeals (academic or medical) that are submitted to the Registrar’s or Dean of Students Offices at the end of the semester, or withdrawals approved retroactively for a previous semester, will generally not be considered for a refund of tuition.

The submission of a fee appeal does not guarantee approval. In addition, the submission of an appeal does not extend the due date for outstanding tuition and fees or other charges while awaiting a decision by the Fee Appeals Committee. Charges not paid by the due date will be assessed the late payment fee.

If the appeal is denied, the decision of the Fee Appeals Committee may be appealed first to the University Controller, then to the Vice President for the Finance and Administration Division, as designee of the President, who has final authority within the University.

* See the Academic Calendar (http://uwf.edu/offices/registrar/resources/academic-dates-and-deadlines) for specific deadlines including summer and short term dates.

### Reinstatement for Canceled Registration

Reinstatement for canceled registrations are not automatic. To be considered for reinstatement after the deletion of courses for non-payment requires approval of the Office of the Registrar. The student must submit an appeal to the Registrar outlining the reason for the request for reinstatement. If the reinstatement is approved, the student must make payment of all registration fees for the identical classes for which registration was previously canceled, the $100 late registration fee, the $100 late payment fee, and payment of all delinquent liabilities. Appeals for reinstatement are submitted to the Office of the Registrar. Appeal for Reinstatement after Removal for Non-payment form (http://uwf.edu/offices/registrar/resources/forms).

### Final Examinations

Exams are scheduled during the Final Examination week of the fall and spring semesters. It is the student’s responsibility to review the final exam schedule and know when/where the exam may occur. The final exam schedule can be found here (https://confluence.uwf.edu/display/public/Final+Exam+Schedule).

Final exams for summer are scheduled by the instructor. Final examinations may be scheduled on Saturday. It is the student’s responsibility to review the final exam schedule and know when/where the exam may occur (see the Academic Calendar (http://uwf.edu/offices/registrar/resources/academic-dates-and-deadlines)). The final exam schedule can be found here (https://confluence.uwf.edu/display/public/Final+Exam+Schedule).

### State Employee Tuition Fee Waiver

State of Florida employees classified as permanent full-time employees may be allowed to register on a space-available basis at the University for a maximum of six semester hours of tuition-free courses per semester. State of Florida employees include employees of the executive, legislative, and judicial branches of state government. Persons employed by state universities, community colleges or school districts are not eligible for a State Employee Tuition Fee Waiver. Effective Fall 2013, the following fees, where assessed, will not be covered by the state employee waiver:

- Online Fee
- Transportation Access Fee
- Material & Supply Fee
- Equipment Fee
- Lab Fee

See tuition and fees (http://catalog.uwf.edu/graduate/tuitionandfees) for specific amounts. Students will be responsible for the payment of these fees by the designated fee payment date.

Admission, readmission, and registration information may be obtained by contacting either the Graduate School or the Office of the Registrar. Students using the state employee fee waiver may register beginning the first day of classes (drop/add period). Late registration fees will be waived by the Office of the Registrar when the waiver form is submitted. Since registration is on a space available basis, waivers will not be applied to any course for which the student is registered prior to the first day of classes. Permission to enter a closed class is not permitted for state employee registrations. State employees attending the Pensacola campus are required to purchase a Nautilus Card and parking decal. Waivers may not be used for the following types of courses:

- Directed independent studies
- Internships
- Theses
- Dissertations
- Practicums
- Music & theatre performance courses
- Non-credit (audit) courses
- Continuing education courses
- Sponsored credit courses
- Non-fundable courses
- Any one-on-one course situations

State employee waiver forms must be submitted to the Office of the Registrar no later than the close of the drop/add period. It is the responsibility of the employee to ensure that the waiver form includes the appropriate courses for which a student is registered. When necessary, the student must contact the employing agency for
a corrected or a supplemental waiver form for courses not included on the original waiver form. It is suggested that alternate courses be included on the original waiver form in case an employee may not be able to register for one or more requested courses. The waiver form will not be processed if a state employee pre-registers and then submits a waiver form for the pre-registered course(s) after the fact. Students should contact the Office of the Registrar for specific details and forms (http://uwf.edu/offices/registrar/registration-policies-and-procedures/state-employee-tuition-waiver).

Senior Citizen Tuition Fee Waiver

U.S. citizens, permanent resident aliens, or legal aliens granted indefinite stay by INS, who are 60 years old or older, and who meet the Florida residency for tuition purposes may enroll in courses under the State of Florida’s Senior Citizen Tuition Fee Waiver program. A Florida “resident for tuition purposes” is a person who has established and maintained legal residency in Florida for the previous twelve-month period. Courses taken by senior citizens under the Senior Citizen Tuition Fee Waiver are on an audit basis. No academic credit shall be awarded for attendance in classes for which fees are waived. Waiver of fees is not authorized for the following kinds of courses:

- Directed independent studies
- Internships
- Theses
- Dissertations
- Practicums
- Music & theatre performance courses
- Non-credit (audit) courses
- Continuing education courses
- Sponsored credit courses
- Non-fundable courses
- Any one-on-one course situations

The free course benefit may be used on a space available basis only. Students may not pre-register for courses for which they plan to use a Senior Citizen Tuition Fee Waiver. The waiver form will not be processed if a senior citizen pre-registers and then submits a Senior Citizen Tuition Fee Waiver Form for the pre-registered course(s) after the fact. Students attending classes on the Pensacola campus must purchase a Nautilus Card and parking decal. Students should contact the Office of the Registrar for detailed information and forms (http://uwf.edu/offices/registrar/registration-policies-and-procedures/state-employee-tuition-waiver).

International Student Exchange Programs

Students may participate in a variety of international learning experiences. Information about international exchange programs is available through the Office of International Services (http://uwf.edu/offices/international-affairs/programs-and-services/international-services).