

Registration

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 assigned an academic advisor or a faculty advisor within their program department to assist in planning academic programs, provide guidance in personal, academic, and professional development, and foster interaction among students and faculty.

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 Navigate app in MyUWF. Degree-seeking students have priority for registration and enrollment.

University Responsibilities

The faculty, administration, and staff share a responsibility to provide accurate information and effective advice. The [Division of Academic Engagement and Student Affairs](#) is responsible for providing students, faculty, and other advising staff with accurate information in the *Catalog* and other publications.

The academic and faculty advisors in the College of Arts, Social Sciences and Humanities (CASSH); College of Business (COB); College of Education and Professional Studies (CEPS); Hal Marcus College of Science and Engineering (HMCSE); and Usha Kundu, MD College of Health (UKCOH) are responsible for acting as a resource to provide students with timely and accurate information on University-wide requirements, policies, procedures, and referrals to appropriate services.

College and Department Responsibilities

The dean of each college and chairperson of each department ultimately are responsible for ensuring that academic advice is available and accessible to all students within the college or department.

Student Responsibilities

Students ultimately are responsible for knowing and fulfilling all University, college, and major requirements for graduation. Students should use their degree audit, *Catalog*, and other resources for information.

Academic Advising Directory

College of Arts, Social Sciences, & Humanities (CASSH) Advising*

Pensacola Campus - Building 53, Room 206
850-474-3340
cassh@uwf.edu

College of Business (COB) Advising Center

Pensacola Campus - Building 76A, Room 224
(850) 972-9023
cobadvising@uwf.edu

College of Education & Professional Studies (CEPS) Advising Center

Pensacola Campus - Building 86, Room 112
(850) 857-6306
cepsadvising@uwf.edu

Hal Marcus College of Science & Engineering (HMCSE) Advising*

Pensacola Campus - Building 4, Room 423
(850) 474-2688
hmcse@uwf.edu

Usha Kundu, MD College of Health (UKCOH) Advising Center

Pensacola Campus - Building 41, 2nd Floor
(850) 474-3269
ukcohadvising@uwf.edu

*College does not have a formal advising center. Contact your department for more information.

Cancellation of Registration and Reinstatement

Per [UWF REG 4.0032](#), the University will cancel the registration of any student who has not paid fees, or made appropriate arrangements for payment of fees, by the end of the second (2nd) week of classes for a regular semester or the proportionate period of time for courses whose duration is other than a semester.

A student may seek reinstatement; however, the student must pay all delinquent liabilities, including the late registration and late payment fees before being reinstated. Reinstatement for canceled registration is not automatic.

To be considered for reinstatement after the deletion of courses for non-payment requires the approval of the Office of the Registrar. The student must submit the [Appeal for Reinstatement after Removal for Non-payment](#) form along with a statement 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.

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. 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 credit hours for which a student enrolled in an [Ed.D. Program](#) may register in any given semester without special permission is six. The maximum number of hours for which a student enrolled in a [Ph.D. Program](#) may register in any given semester without special permission is 12.

Directed Independent Study

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. Example: COP 5905.

In the College of Business, all directed independent studies also require the approval of the appropriate department chair.

See the [Academic Credit](#) section of this *Catalog* for more information.

Drop/Add Changes

Class schedule changes (drop and add) may be completed once a student has initially registered until the end of the scheduled drop/add period. Students may choose to change their class schedules on [MyUWF](#). 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. See [Academic Dates and Deadlines](#) for drop/add periods.

Cancellation of Registration

Students are permitted to drop their last remaining course using the online portal. 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 have 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](#).

Late Registration

Registration must be initiated prior to the first day of any given term within each semester to avoid the non-refundable late registration fee of \$100.

*[UWF REG 4.003, s.1009.24\(d\) & \(e\)](#)

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.

See the [Enrollment](#) section of this *Catalog* for more information.

Course Prerequisites and 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](#).

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 canceled will be notified by the department via their UWF email account.

Registration Holds

Holds preventing registration will be placed on the student record for one or more of the following reasons: incomplete admissions requirements, financial obligations (parking tickets, library fines, etc.), [financial responsibility](#), administrative discipline, failure to comply with the immunization requirements, etc. These holds must be removed prior to registration. Students should contact the appropriate office and arrange for removal of any holds to register for classes and to receive official transcripts, grades, and diplomas. Students can [view holds](#) through their student portal, [MyUWF](#).

Students are able to view their grades, schedules, holds, and financial aid information in [MyUWF](#).

Repeat Course Surcharge

Under [s.1009.285](#), Florida public institutions are required to implement a repeat course surcharge for students who take a state-funded undergraduate course* for the third time. Students taking the same undergraduate 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](#) section).

If a student withdraws or fails a course due to extenuating circumstances, an exception may be granted only once for each course. Appeals should be addressed to the Office of the Registrar via the [Repeat Course Surcharge Appeal Form](#).

*The repeat course surcharge applies to undergraduate courses, regardless of a student's enrollment level.

Registration of Zero Credit Hours

Registration for zero hours provides for a student's examinations, co-ops, 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](#)) 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 of approval from the advisor or department is required in order to register for a zero credit course.

**Faculty Senate 12/9/2016*