

ENROLLMENT AND REGISTRATION

A schedule of courses for the coming term and registration information is available on the TU website.

Reenrollment

Enrollment Services Center, Room 245, Registrar's Office, 410-704-2007

Students are expected to register for courses on a regular basis. Degree candidates who have not enrolled within the past academic year must apply for reenrollment and pay a \$25 processing fee through the Registrar's Office (see the special policy on continuous thesis registration under Graduation Requirements).

The deadlines for reenrollment are August 15 for the fall term and January 15 for the spring term. Graduate non-degree students who have missed one fall or one spring term must complete a new application via Admissions. Students in Towson Learning Network (TLN) programs taking closed contract courses are exempt from these policies.

Degree students who do not enroll in courses for graduate credit for 2 academic years, will be removed from the program by the Registrar's Office. Students who desire to take graduate courses after this action must initiate the application process as a new applicant via Admissions.

Inter-Institutional Registration (IIR)

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Students admitted to graduate programs are eligible to take courses at other University System of Maryland institutions. Units earned at a host institution will be placed on the student's Towson University record with the grade earned per TU's grading policy. Tuition and fees for any such courses will be paid at TU. IIR registration regulations and forms can be found on the Registrar's webpage. The form must be signed by the Registrar's Office after appropriate approval is obtained. Inter-institutional enrollment is not available for the minimester or summer sessions. Students interested in IIR should contact the TU coordinator at interinstitutional@towson.edu.

Full-Time and Part-Time Status

Graduate students in master's or post-baccalaureate certificate programs who register for 9 or more graduate units in either the fall, spring, or summer term are considered full time. Students who register for 6 to 8 units are half-time and students who register for fewer than 6 units are less than half-time and therefore ineligible for financial aid. Graduate students in doctoral programs who register for 6 or more graduate units in either the fall, spring, or summer term are considered full time. Doctoral students who register for 3 to 5 units are half-time and students who register for fewer than 3 units are less than half-time and therefore ineligible for financial aid.

Auditing Courses

Students may audit courses that carry graduate credit with the written consent of the instructor. Any graduate student may audit a course through the 600 level. Courses at the 700 level may be audited only by students admitted to a degree program. Audited courses appear on the student's record as AU and may not be used to repeat a course for which credit has already been earned. Audited courses may not count as part of

the unit load or be applied toward the master's degree. The regular tuition rate applies to audited courses.

Cross-Listed Courses

An equivalent, cross-listed course taken previously for undergraduate credit may not be repeated for credit at the graduate level.

Undergraduate Course Enrollment

Undergraduate course enrollment on the graduate career will not calculate into a student's graduate term or cumulative statistics on the student's academic record. Completed undergraduate courses on the graduate record will display the earned grade on the transcript but will not count toward the graduate record. Graduate students completing undergraduate courses where a grade has been rendered should be considered as having completed the course but not earning credit toward the graduate degree.

Courses Taken as a Non-Degree Student

A limit of 12 units taken by non-degree students who later apply for degree status may be used in the program.