ENROLLMENT AND REGISTRATION

Students who have applied for admission to degree candidacy and have been admitted must return their Enrollment Contract to acknowledge their acceptance of the university’s offer of admission. After they do this, they will receive information about academic advising and course registration. Orientation is available to new freshmen and transfer students prior to the beginning of the term.

Registration appointments are based on the number of units the student has earned. Students must see their adviser before they register. Students who have no adviser may check with their major department or, if they have no declared major, with the Academic Advising Center (Lecture Hall, 410-704-2472).

After students have met with their advisers, they plan their schedules and register online using Towson Online Services/PeopleSoft or My TU Mobile. Students may also register in person at the Registrar’s Service Center, Enrollment Services 223. Non-degree students (those not formally admitted to the university) register after degree candidates and are encouraged to seek advising at least once each academic year.

Important: Students may not attend a class until registering for that class, and must satisfy all financial obligations to the institution before registering.

Reenrollment

Previous degree candidates who miss one fall or spring term must apply for reenrollment through the Registrar’s Office. Forms are available in the Registrar’s Service Center, Enrollment Services 223, or online (http://www.towson.edu/registrar/reenrollment.html). The deadlines for reenrollment are August 1 for the fall term and December 1 for the spring term. Reenrolled students must comply with the Core/GenEd requirements that were published in the Undergraduate Catalog at the time they were originally admitted to Towson unless the original catalog has expired.

Students who withdraw from the university, enroll elsewhere, and return to Towson after having completed transfer course work do not qualify for a transfer package. This option is available only upon initial admission. (Refer to the Admissions section of this catalog.) The Registrar’s Office will coordinate the evaluation of reenrollment transfer work taken during an absence from Towson.

Reenrolled students must comply with the competency standards (required developmental courses) in effect at the time of reenrollment if the standards were not met prior to withdrawal.

Special Format Courses

Students may not apply more than 12 units of directed readings and/or independent study courses toward graduation. Departments may set limits for fewer units, but may not exceed the maximum of 12 units set by the University Curriculum Committee. Because of the concentrated nature of these courses, students are advised to take no more than 6 units of upper-level special format courses per term.

Pass Grading Option

Students may elect to be graded on a Pass basis for a maximum of 13 units toward their degree. If students register for more than 13 units under the Pass grading option, only 13 will apply toward graduation. This option is not available for courses required toward a major, minor, Honors College requirements, or for certification in teacher education unless special permission is obtained from the department chairperson. Students may use the Pass option for Core courses that require a C or higher unless the course is also required for their major/minor. Students must make all changes to the option before the published withdrawal deadline each term. Visit the Registrar’s site (http://www.towson.edu/registrar) for more information on how to select this option.

Students electing this option must earn a grade equivalent of 2.00 (C) or higher in order to receive the Pass (PS) grade, which is not calculated in the average. Students who earn below the grade equivalent of 2.00 will earn that grade (D+, D, F or FX) which will be calculated. Refer to Grades/Grading (http://catalog.towson.edu/undergraduate/academic-policies/grades-grading) for more information.

Auditing Courses

Students may audit a course with the permission of the instructor. An audited course will be graded AU and will not apply toward the degree. Students may elect the audit option at any point up to the withdrawal deadline by presenting a completed Change of Schedule Form with the instructor’s signature to the Registrar’s Service Center, Enrollment Services 223. If students then choose not to elect this option, they must follow the same procedure, including obtaining the instructor’s signature, to remove the option up to the withdrawal deadline.

Students are advised that audited courses:

• do not count as part of the term, the term unit load or cumulative totals
• will be graded AU or AUX if the student registers for a course as an audit and fails to attend
• do not apply toward graduation unless repeated later for credit
• may not be used to repeat a course for which credit has already been earned
• are billed at the same rate as credit-bearing courses

Visit the Registrar’s site (http://www.towson.edu/registrar) for more information on how to select this option.