

# UNDERGRADUATE CLASSIFICATION, STUDENT LOAD, AND REGISTRATION

## *Classification of Students*

Hours	Classification
0-29	Freshman
30-59	Sophomore
60-89	Junior
90+	Senior

## Student Load

1. Full-time status is defined as 12 hours; six semester hours is half-time. Students on academic probation must limit their course work during each semester to no more than 13 semester hours.
2. Students concurrently enrolled at Jacksonville State University and any other institution may take a maximum of 18 semester hours or up to 21 semester hours with special approval during the semester.
3. Students may be enrolled at more than one college/university at the same time. Students enrolled at both Jacksonville State and another college/university are subject to the academic standards and guidelines of Jacksonville State University.

Questions concerning student load may be addressed to the Registrar's Office, Room 113 Angle Hall, Telephone: 256-782-5400, or registrar@jsu.edu.

## Registration

All students must register before being admitted to classes. The appropriate academic dean and other members of the faculty advise the students in regard to their program of studies. It is urgent that a student register during the days set apart for that purpose. Any student whose credits are being withheld is not eligible for registration. The institution reserves the right to withdraw any course and close or divide sections whenever it is deemed appropriate.

## Late Entrance

Students registering on the first day of class through the last day to add will be charged a late registration fee. Students registering after the last day to add will be charged a reinstatement fee. Students will be responsible for class work from the first class meeting and incur normal absences for classes missed.

## Auditing Courses

To attend a class, a person must either be registered as a student taking the class for credit or registered as a student auditing the class. Auditors must apply for admission and pay the non-refundable application fee if they are not already regularly enrolled students. The cost for auditing a class and information on applicable course fees may be found on the Student Accounts [Tuition & Fees](https://www.jsu.edu/bursar/fees/) (<https://www.jsu.edu/bursar/fees/>) website.

A person may audit courses with the written approval of the instructor, department head, and dean of the subject. Certain courses may not be

available for audit due to the nature of the work being done in the course or the capacity available in the course.

The [audit form](http://www.jsu.edu/registrar/audit.html) (<http://www.jsu.edu/registrar/audit.html>) can be found on the Registrar's website. Registration must be processed in the Registrar's Office. Auditors are listed on the class roll, and the instructor will determine and establish the level of participation allowed for auditors in all activities. The auditors will receive a grade of "X" at the end of term. The grade of "X" does not apply towards any degree program. Auditors are not able to receive federal financial aid or tuition assistance for the audited course.

Once a student registers in a course as an auditor, the student may not change the status in that course to credit basis. However, if a student is registered in a course for credit, the student may request to change to audit on or before the "Last Day to Add a Class" at the beginning of the term. Audit counts toward the maximum number of semester hours allowed but does not count toward the minimum number of semester hours required for financial aid, scholarships, athletics, and veterans' benefits. Auditing students are governed by the same standards, rules, and regulations that apply to regularly enrolled students.