

## 6.7 Registration

For information about new student registration, see the Laney Graduate School website.

Unless instructed otherwise by the program, all continuing degree-seeking students in the Laney Graduate School can register themselves via OPUS. To assist with the registration process, students will be provided with specific instructions by email prior to pre-registration. Additionally, students should pay particular attention to program instructions regarding registration.

Students must settle their accounts with Emory's [Student Financial Services](#). Students who do not complete payment by published deadlines will be assessed a \$150 late fee, and their registration may be canceled.

Click on a topic below for more information.

- [\(A\) Continuing students registration procedures](#)
- [\(B\) Signing up for courses](#)
- [\(C\) Registration status](#)
- [\(D\) Payment of bills](#)
- [\(E\) Course load](#)
- [\(F\) Grading options](#)
- [\(G\) Course adjustments](#)
- [\(H\) Withdrawal](#)
- [\(I\) Undergraduate courses](#)
- [\(J\) Continuous registration](#)
- [\(K\) Student loan deferment](#)
- [\(L\) Dual registration](#)
- [\(M\) Cross-registration \(ARCHE\)](#)
- [\(N\) Registrar](#)

### **(A) Continuing Students Registration Procedures**

There are two steps to registration: signing up for courses and paying or arranging for payment of bills. Students should check with program staff prior to pre-registration for program-specific requirements. The basic steps are outlined below.

### **(B) Signing up for Courses**

After complying with program procedures, students may pre-register in OPUS. The dates of pre-registration are published on the [Office of the Registrar's](#) website and on the [LGS Academic Calendar](#).

Students are responsible for obtaining the required program approval for their schedules and for verifying that their registration is correct.

Special standing students may not use OPUS to pre-register. Special standing students must obtain required signatures from course instructors and programs. Some programs require special standing students to obtain permission from the director of graduate studies or program director. Special standing students submit instructor approvals to the Laney Graduate School. The Laney Graduate School will enter the schedule in OPUS on the first day of Registration.

### **(C) Registration Status**

Students in the Laney Graduate School register in one of two forms:

1. Enrollment: All students taking courses must be in enrollment status. This includes all audit, directed study, and research courses as well as standard courses for both degree-seeking and special standing students.
2. Tuition-paid: Degree-seeking students who have completed six semesters, excluding summers, are registered in tuition-paid, full-time status. They may register for 9 hours in dissertation research, or for courses.

### **(D) Payment of Bills**

After a student's schedule is entered into OPUS, [Student Financial Services](#) generates an electronic bill that is posted in OPUS. A student is notified of this posting by an email sent to the student's Emory email address. The Office of Student Financial Services does not mail paper statements. Students are required to register in addition to paying their bills.

Bills will reflect charges, anticipated aid, and an account summary.

Bills are payable upon receipt. Students should follow instructions provided by The Office of Student Financial Services on their website.

Students who fail to pay their bills by published deadlines must pay a late registration fee of \$150. Registration will be canceled for students who do not pay their fees.

Students who fail to enroll in courses and do not pay their bills by the end of add/drop will have their registration and their financial award (tuition and/or stipend) canceled.

### **(E) Course Load**

The normal course load for a student in full-time status is 9 credit hours during fall, spring and summer semesters. Some programs require students to register for 12 hours per semester. The maximum number of credits allowed in any semester is 16. Any additional credits should be reviewed and approved by the director of graduate studies or program director and the Laney Graduate School.

### **(F) Grading Options**

Students take graduate-level courses for letter grades (A, A-, B+, B, B-, C, or F). Contingent upon program approval, they may elect to take a limited number of courses as S/U (satisfactory/unsatisfactory). Degree-seeking students also may audit graduate courses with the permission of their program and the course instructor. The Registrar's calendar lists the last date on which changes in grading basis may be made in any semester.

### **(G) Course Adjustments**

Students' schedules can be adjusted during the University drop/add period. Any adjustments, including changing grading options, should be made with the approval of the student's faculty adviser and the director of graduate studies or program director. Students may make changes through OPUS, but they must first obtain program

approval for all changes. After drop/add period through the date of record, only the Laney Graduate School can make adjustments. After the Registrar's date of record, no adjustments will be made. It is the student's responsibility to ensure that the adjustments to a course schedule are properly made prior to date of record.

### **(H) Withdrawal**

A student who wishes to drop a course or make a complete withdrawal after drop/add must complete the [Withdrawal Signature Form](#) (posted on the LGS website) and then follow the steps outlined on the LGS [Withdrawal, Leave of Absence, Parental Accommodation page](#). The instructor for each course must assign a grade of W, WF or WU. Courses with a grade of W will not count toward candidacy or tuition-paid status. Withdrawing from courses and dropping below full-time status may result in a reassessment of student charges and/or a recalculation of student financial aid for the semester. Exact consequences will depend on a number of factors, including the type and amount of financial aid the student has received and the official date of withdrawal.

### **(I) Undergraduate Courses**

Programs sometimes suggest or require that students take undergraduate-level language courses to fulfill foreign language requirements. Permission by programs and instructors must be granted before enrolling in undergraduate courses.

### **(J) Continuous Registration**

*(Updated September 2017)* Students must maintain continuous registration throughout their course of study in the Laney Graduate School. For doctoral students, this includes summer term. If a student does not register for one term or more, or if a student completely withdraws after registering, the student becomes ineligible for all financial aid (including scholarships, stipends, loans and PDS funds), loses eligibility for subsequent Laney Graduate School merit awards, and must apply for readmission.

- For previous policy, please see the [2016-17 LGS Handbook](#).

### **(K) Student Loan Deferment**

Registration status may affect the status of student loan deferments. Only students registered for 9 or more hours of credit are recognized as pursuing degrees full-time status. The Laney Graduate School will certify full-time enrollment for those students. Students are advised to consult with their lending agencies for specific enrollment requirements.

### **(L) Dual Registration**

Students may not establish residence in more than one school of the University at the same time. An LGS student who wishes to take a course in a degree program offered by another school at Emory must obtain permission from his or her advisor, the course instructor, and the director of graduate studies/program director. The student registers through the Laney Graduate School, and course credit will apply only toward

the student's LGS degree program. Courses taken may count only toward a single degree.

Students in recognized joint or dual degree programs, such as the JD/PhD, will be accommodated in ways that vary from program to program.

### **(M) Cross Registration – Atlanta Regional Consortium for Higher Education (ARCHE)**

Emory participates in the [Atlanta Regional Consortium for Higher Education](http://atlantahighered.org/) cross registration agreement. Students may take courses on a space-available basis at member institutions if the course is not being offered concurrently at the home institution. Participating institutions are: Agnes Scott College, Brenau University, Clark Atlanta University, Clayton State University, Columbia Theological Seminary, Emory University, Georgia Gwinnett College, Georgia Institute of Technology, Georgia State University, Interdenominational Theological Center, Kennesaw State University, Mercer University – Atlanta, Mercer University, Morehouse College, Morehouse School of Medicine, Oglethorpe University, Savannah College of Art and Design – Atlanta, Spelman College, University of Georgia, and University of West Georgia. ARCHE registration application forms are available in the Laney Graduate School or online at <http://atlantahighered.org/>. Cross registration does not take place during the summer.

Before cross registering, students must obtain permission from their advisers, programs, and the Laney Graduate School. Many participating schools require certain immunizations and students may be required to produce copies of immunization records before cross registering. Questions about cross registration should be directed to the cross registration coordinator for Emory University, at 404-727-6042. Details are at <http://www.registrar.emory.edu/Students/arche.html>.

### **(N) Registrar**

The Office of the Registrar maintains official student records, certifies enrollment, and issues all transcripts. The Registrar is in 100 Boisfeuillet Jones Center – Suite 100, located at 200 Dowman Drive. Phone: 404-727-6042. For more information, visit the [Registrar's website](#).

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