



## Graduate Programs Registration Requirement

<b>Title</b>	Graduate programs registration requirement for matriculated students
<b>Policy Owner</b>	School of Nursing, Graduate Programs
<b>Applies to</b>	Graduate Students
<b>Campus Applicability</b>	Online & Storrs Campus
<b>Effective Date</b>	XX/XX/XXXX
<b>For More Information Contact</b>	Associate Dean of Graduate Studies
<b>Contact Information</b>	<a href="tel:8604860659">(860) 486-0659</a>
<b>Official Website</b>	<a href="http://Nursing/uconn.edu">Nursing/uconn.edu</a>

### REASON FOR POLICY

Ensuring matriculated graduate students have seats in the courses identified by the plan of study for their identified graduate program in the semester in which it is required. Graduate courses have a prescribed number of available seats each semester. Registration prior to the start of the semester supports progression and timely completion of their respective graduate program. Two weeks prior to the start of a semester, registration is opened to students meeting the course requirements who may be non-matriculated or taking courses out of sequence for their plan of study.

### PURPOSE

Timely registration for a course secures a seat in that course for a matriculated student.

### APPLIES TO

Students matriculated in one of the School of Nursing graduate nursing programs.

### DEFINITIONS

Registration for classes via [Student Administration Self-Service Center](#) must be completed at least two (2) weeks prior to the start of a semester for students matriculated in one of the School of Nursing graduate programs to assure course availability in the semester in which it is needed.

### POLICY STATEMENT

All matriculated graduate students must register no later than two weeks prior to the start of a given semester to secure a seat in the course(s) required in their program's plan of study. If a student is not registered by two weeks prior to the start of the semester, the School of Nursing will presume them to not be moving into the next course(s) on their plan of study. At that time, seats in these courses will be made available for other students meeting the requirements to register for that course.

### ENFORCEMENT

Matriculated students who have not registered by two weeks prior to the start of a semester are not guaranteed a seat in the course in that semester. The inability to take courses in the plan of study's identified semester will impact the progression of the student and delay the completion of their program of study.

### PROCEDURES

Matriculated students may register for the subsequent semester after meeting with their advisor and once all registration service indicators are lifted. Registration for the courses identified on their plan of study must occur at least two (2) prior to the start of the semester in which it is scheduled to occur to secure a seat in the course for the upcoming semester.

### REFERENCES

School of Nursing, MS Program Handbook 20XX-20XX  
School of Nursing, FFM (2017)

### POLICY HISTORY

Policy developed in response to assure access to and enrollment in courses in the semester identified by the student's plan of study in the School of Nursing graduate program.

To be reviewed: Annually

Full Faculty Adopted: 20XX

Full Faculty review and approval: XX/XX/XXXX