

# REGISTRATION

## Pre-registration

All Sonoran University programs are cohort-based; therefore, students are automatically registered for core courses (not electives or selectives), including courses, labs, and clinical clerkships. Students may not deviate from their prescribed program of study. Following registration and prior to the start of the term, students enrolled in campus-based courses will have the opportunity to trade course/lab sections or clinical clerkships according to published deadlines for their prescribed program of study, see Sonoran University Clinical Handbook on the Campus Publications page ([https://my.sonoran.edu/ICS/Campus\\_Life/Campus\\_Publications/](https://my.sonoran.edu/ICS/Campus_Life/Campus_Publications/)) on MySonoran.

## Registration

New campus-based students are required to upload a copy of a government-issued photo identification (i.e., driver's license or passport) to Sonoran University's Admissions Portal for registration. Registration for ND selective courses is available to students online 24/7 during the open registration period. Registration dates for each program of study are published in the academic calendar unless posted otherwise. Registration is the responsibility of the student. Students may not register for courses after the add/drop period, refer to the Adding and Dropping Courses tab (p. 1) on this page. Students who fail any courses may not be eligible to progress in their prescribed program of study, will be dropped from the post-requisite course(s), and must meet with an Academic Advisor to amend their registration. Students must have the required prerequisites or co-requisites to be registered for the next quarter's courses. Students who fail a milestone, capstone, or sequence course are not eligible to progress until the course is repeated with a passing grade.

Students must finalize registration for courses in order to attend. To finalize registration each term, students must complete the online registration agreement. As part of fall quarter registration, all students are also required to review and update their personal and emergency contact information. Students enrolled in online distance education programs are required to verify their current address and indicate the state in which they will be taking courses, if different from their address, prior to the start of each quarter. Students who do not complete the agreement (and information update when required) during the designated time period will be charged a Late Registration Fee and may not be registered for the next quarter's courses, form more information refer to Tuition and Fees (<https://catalog.sonoran.edu/catalog/financial-information/>).

## Registration Holds

A registration hold may be placed on a student's record to prevent the student from registering for courses in future quarters for financial, administrative, admissions, or academic reasons (including failure to comply with Sonoran University's Safety and Prevention courses requirement, current NPLEX policies, or address verification requirement). Any registration hold must be resolved before a student is registered.

## Auditing Courses

Students may audit a course with the approval of both the course faculty and the program dean if they have already received credit for the course, met the course prerequisites, and have registered for the course. In cooperation with the program dean, the faculty will determine the degree to which a student may participate.

- A student may not audit a course for which they have not already received credit. Rare exceptions are noted in the course syllabi.
- A student cannot audit laboratory courses or clinical courses.
- Non-degree students may not audit courses.
- When auditing a course, students do not earn a grade, nor do they receive credit.
- Courses taken as audit will appear as an AU on the student's official transcript, audit and course fees may apply, refer to Tuition and Fees (<https://catalog.sonoran.edu/catalog/financial-information/>).
- Audit students are not eligible to participate in faculty office hours.
- Audit students will not complete any assignments or take any tests with the exception of exam preparation courses or in the event a unique exception is granted.

## Adding and Dropping Courses

Sonoran University's programs of study are track programs. Changes to the student's prescribed program of study may require approval from APPC. Students are required to contact Academic Advising to discuss any potential schedule modifications. Schedule changes requested after the start of a quarter are only permitted as detailed below:

- ND students may not register for courses after the second week of classes; MS students may not register for courses after the fourth day of the course session.
- Students who fail to drop any course for which they are registered and fail to attend/participate in that course are subject to failing the course and the academic policies pertaining to failing a course (see Satisfactory Academic Progress for the prescribed program of study).
- Students dropping a course after the add/drop period may impact their academic performance/academic progress. All courses dropped after the add/drop period require advisor approval.
- Students wishing to withdraw from a course(s) after the drop/add period must submit a completed course withdrawal form to the Advising Office prior to the final day of the course.
- Courses that are dropped *after the add/drop period but prior to the final day of the course or access to the final exam or submission of the final assessment (whichever is earliest)* will result in a grade of Withdrawal (WD) on the student's official transcript and have no impact on the student's GPA; courses taken again after a WD grade was earned for that course will be noted as a repeat on their official transcript.
- See Refund Policy/Drop Courses for the prescribed program of study
- Students are ineligible for a course withdrawal if they have completed all course requirements. Changes made to a student's schedule may result in appropriate tuition and/or fees being applied to their account (see Tuition and Fees).
- Selectives may be dropped only during the add/drop period unless otherwise noted. ND Selectives may only be added up through week one of a quarter and in week two with the permission of the instructor (some exceptions may apply). MS selectives may only be added up to 2 days after the session start date.

See *the* ND Program Add/Drop Requirements (<https://catalog.sonoran.edu/catalog/doctor-naturopathic-medicine-program/nd-program-policies/#enrollmenttext>) for *additional program requirements*.

## Dropped Courses Refund Policy

Students who do not completely withdraw from the University but drop a course/clerkship during the published drop period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including course-specific fees assessed to the courses dropped.

- There is no refund due to a student who partially withdraws from courses after the official add/drop period of the prescribed program of study.
- Tuition paid for intensive courses will not be refunded once the course has begun. Special drop deadlines may apply for certain courses. Deadlines will be included in quarterly registration notifications.

*For a complete withdrawal see* Enrollment Policies and Academic Withdrawal (<https://catalog.sonoran.edu/catalog/university-policies/enrollment-policies/#academicwithdrawalstext>).