

CLASS SCHEDULES

Courses scheduled and advertised to be taught to students should not be canceled if there are less than three weeks before the semester starts. Exceptions to that policy exist for unforeseen exigencies and low enrollment numbers (typically at least 8) that do not justify offering the course. In either event, the Provost or Associate Provost must approve the cancellation. After the third week deadline, departments are responsible for teaching the courses they advertised to the students if they do not meet the exceptions.

Priority Registration Dates

Registration Dates generally follow the outlined schedule below but are subject to change without notice.

Registration for Fall Semester

- The **last Friday** in March (at 8:00am):
 - Military Service Members & Veterans
 - Students with **60+ earned** credits**
 - Honors program students
- The **Monday** following the last Friday in March (at 8:00am):
 - Students with **28+ earned** credits**
- The **Tuesday** following the last Friday in March (at 8:00am):
 - All Students

Registration for Spring Semester

- The **first Friday** in November (at 8:00am):
 - Military Service Members & Veterans
 - Students with **60+ earned** credits**
 - Honors program students
- The **Monday** following the first Friday in November (at 8:00am):
 - Students with **28+ earned** credits**
- The **Tuesday** following the first Friday in November (at 8:00am):
 - All Students

Registration for Summer Semester

- The **fourth Monday** in January (8:00am):
 - All Students

Semester schedules are generally viewable for students about 3-4 weeks before Registration opens. For the most meaningful schedule, please set up an appointment with the Academic Advising Center as soon as the schedule is viewable:

- For the Ephraim Academic Advising Center, visit the Greenwood Student Center, room 241, call (435) 283-7313, or email advisement@snow.edu.
- For the Richfield advising office, visit the Administration Building, room 107, call (435) 893-2211, or email richfieldadvisement@snow.edu.

Note:

* Snow College wants to recognize military service. To be in the "Military Service Members and Veterans" registration priority group, please inform the Registration Office before the registration priority date. Please bring a military ID or a copy of your DD214. The Registration Office only needs to be notified once about military or veteran status.

****Earned credits** means graded, transferred, or other credit officially posted to a student's academic record. It does not include classes or

credits for which students are currently registered nor courses that have been graded as Incomplete.

Academic Advising

Snow College strongly recommends that students meet with an advisor in the Academic Advising Center (<https://www.snow.edu/offices/advisement/>) before registering for classes each semester. This helps ensure students meet their academic goals in a timely fashion. During the advisement session an advisor will help students select classes appropriate to their major, goals, and interests.

Advisement is available in person, over the phone, or online. Please call (435) 283-7313 to schedule an appointment for the Ephraim Campus or (435) 893-2211 for the Richfield Campus. Advising done online will be through Snow College's Pre-Advisement at www.snow.edu/advise (<https://www.snow.edu/advise>), or communicating via e-mail about major and educational plans.

Student Class Schedule Responsibility

It is the student's responsibility to ensure the accuracy of a class schedule. Check for accuracy:

- at the time of registration;
- when a class is added or dropped;
- if the first day of class is missed for any reason;
- if a class is missed for more than two consecutive times; and
- before the last day to add or drop classes.

Students may check their class schedules at any time by going to the Academic Advising Center, the Registrar's Office, or in the MySnow (<https://my.snow.edu/>) Student Portal. Students who intend to miss during the first week or intend to skip a first assignment in an online course are encouraged to seek prior approval from their instructor in order to remain in the course and avoid being dropped for nonattendance. This does not remove responsibility from the student to drop courses which they do not plan to attend.

Adding, Dropping, Auditing Classes

Once a semester has begun, a student who wishes to add, drop, or audit a course must submit the appropriate documentation to the Registration Office. Deadlines for adding, dropping, and auditing classes are listed each semester on the Academic Calendar (<https://snow-next.courseleaf.com/academic-calendar/>). The student bears the full responsibility for acquiring the appropriate signatures when necessary and submitting the add, drop, audit card, or permission email by the appropriate deadline. Failure to meet this responsibility for any reason may significantly impact a student's academic record, financial aid eligibility and student visa requirements.

Auditing a Course

Students wanting to audit a course will be required to add into the course first on a space-available basis only. An audit card must be submitted to the Registration Office for processing. The tuition and fees for auditing a course are the same as for registering to receive credit. A grade of "AU" will be given and may not be changed to any other grade.

Note: Adding a student to a class on an audit basis is done based on seat availability or at the instructors discretion. Instructors are under no obligation to add a student to any class at any time. Students should be aware that in many courses it is difficult to make up missed labs, lectures, or assignments. Adding or dropping courses should not be

treated lightly. Students, instructors, and advisors should do what is best for the student's academic success.

Add/Drop/Audit Deadlines

Changes During Weeks 1-3

Students may add classes via the MySnow (<https://my.snow.edu/>) Student Portal through the first five business days of the semester, by coming to the Registration Office, or by contacting their Academic Advisor. Students may drop an individual class via the MySnow (<https://my.snow.edu/>) Student Portal until the Last Day to Drop without a 'W' according to the official Academic Calendar (<https://snow-next.courseleaf.com/academic-calendar/>).

A student may add or drop a course through the last day of the third week of instruction of any **full semester**¹ course by submitting a completed add or drop card to the Registration Office with appropriate signatures. Students may also drop a course during this time frame by submitting the Online Drop form found at snow.edu/registrar (<https://snow.edu/registrar>). Listed below are the signature requirements:

1. **Week One:** A student must submit a signed add card when adding a closed class (full).
2. **Weeks Two and Three:** An instructor's signature is required for all open and closed classes.
3. Students should refer to the official academic calendar (<https://snow-next.courseleaf.com/academic-calendar/>) for the add/drop deadlines for courses offered during the 1st or 2nd blocks of the semester.

Changes During Weeks 4-10

Dropping a class:

A student may drop a course from the first day of the fourth week of instruction through the last day of the tenth week of instruction of any regular semester by submitting the Online Drop form found at snow.edu/registrar (<https://snow.edu/registrar>) or by submitting a drop card to the Registration Office.

When a student drops a course during this period, the student's permanent record will show a grade of "W" for the course. A "W" does not affect the student's grade point average, but can affect Satisfactory Academic Progress for Financial Aid, Scholarship and International Students requirements. Students maintain responsibility for paying the tuition and fees for courses that are dropped beyond the 3rd week of the Full semester or by the specific dates outlined in the official calendar (<https://snow-next.courseleaf.com/academic-calendar/>) for 1st, 2nd, or Mid blocks of the semester.

Note: Students are expected to attend all classes for which they are registered until the class is officially dropped from their schedule.

Adding a class:

A student may add during this period with instructor permission under two circumstances:

1. The add corresponds with a drop of a higher-level course that has already covered the material the lower-level course has covered to date; or
2. The student has been attending, participating in, and submitting assignments for the course to be added since the beginning of the semester.

Switching to an Audit:

A student may alter their registration for a course (that they are already enrolled in) to an audit basis up until the last day of the tenth week.

An audit card with the instructor's signature must be submitted to the Registration Office. This allows access to Canvas and the student materials but students will not receive credit for the course. No refunds are processed for changing course registration to an audit. Students may not switch back from an audit to be eligible to receive credit for an audited course.

The additions or alterations permitted by this policy are those that will help the student succeed as a student and not those that simply prevent a student from receiving a failing grade for a course.

Exceptions to the 10th Week Deadline

Exceptions to the 10th week deadline for adding or dropping classes can be made only by:

- submitting an appeal (https://academicappeal.snow.edu/?_gl=1*5yhb67*_ga*Mzc2MjA2ODE0LjE3MTgzODg1ODU.*_ga_D0SWYVC9S1*cZ) the Academic Procedures Committee; or
- providing documentation of medical reasons to the Director of Disability Services.

Complete Withdrawal from Semester

Students are permitted to completely withdraw from the semester through the last official day of class. No withdrawals will be accepted after 11:59 PM on the last day that classes are held. Students are encouraged to submit the Drop/Withdrawal Form (Online) form found on the Registrar's Webpage (<https://snow.edu/offices/registrar/forms.html#StudentForms>). Withdrawal from the semester does not cancel any debt owed to the college and is subject to the published refund policy. Exceptions to the policy are considered by the Financial Relief Committee. Contact the committee chairperson in the Business Office on the second floor of the Noyes Building.

Senior Citizen Audit Registration

Residents of the state of Utah who are 62 years or older can sign up to audit an unlimited number of Snow College classes for \$20 per semester plus any course specific fees with the following steps:

- Fill out the online admissions application and be officially admitted; and
- **On the first day of class** submit a completed audit card to the Registration Office.
- Registration is on a space available basis or at the instructors discretion.
- Classes can be taken on an auditing basis only, not for credit.
- **Students are responsible for any fees and expenses that may be attached to a class, such as supplies, books and lab fees.**
- Senior Citizen students auditing a course do not pay general student fees and as such are not issued an ID card and are **not** given access to student facilities like the workout gym, pool, sporting events, other activities, etc.