REGISTRATION

Registration and Online Course Access

Registration starts about **4 weeks** before each term. Each term contains two 7-week sessions with about a 1-week break in between each session. Students will have access to their online course via Blackboard approximately four (4) days before the first day of class. **New and continuing students will be automatically registered by their advisor,** and are only registered for classes at the beginning of each semester. Students may take time off from their program, but run the risk of exceeding the time to completion requirements depending on available course sequencing. Students who wish to take time off should contact their Academic Advisor (https://myonlinesupport.miami.edu/advising/) prior to their withdrawal to ensure appropriate course availability and to determine their ability to complete their degree program in the required time frame upon the student's return. **All UOnline students will have an Academic Advising hold showing in their CaneLink account throughout the remainder of their program**. This hold *will not* be removed and is used for registration purposes only. Students should pay close attention to the Academic Calendar for important registration deadlines. Students with Incomplete "I" grades must have all Incomplete grades updated to a letter grade in CaneLink prior to the registration deadline for the next term or will not be eligible for registration. UOnline students are not permitted to register for campus courses and campus students are not permitted to register for UOnline courses. UOnline courses are designated by specific sessions within the UOnline academic calendar.

New Student Registration

Students will be eligible for registration once the University has received their enrollment deposit, paid in full, and once students have **completed and passed** their required Student Readiness Orientation (SRO) no later that their given deadline. Students will be registered into courses for the entire first term, both first and second sessions (2 courses per term), by the Office of the University Registrar. In some cases, students may be registered for their Session I course prior to the start of the term and registered for their Session II course up to 10 days after Session I begins. If this occurs, a student may request to have their Session II course added prior to the start of the term by contacting Academic Advising (https://www.tfaforms.com/433870/). Students will have access to the online course approximately **4 days before** each session start date. New students enrolled in a Certificate program, but plan on applying to a Master's program upon completion, are encouraged to contact Academic Advising (https://www.tfaforms.com/433870/) immediately to discuss the most optimal registration options available. If students miss the registration deadline, they will not be registered late and will need to wait until the next eligible term for registration.

Continuing Student Registration

Students will be eligible for registration provided they have **no financial or other holds on their account, no pending Incomplete "I" grades, and are not withdrawn**. If a student has previously withdrawn from their UOnline program, and it has been less than one year since they have been enrolled, the student should contact their Academic Advisor (https://www.tfaforms.com/433870/)to be re-enrolled for the upcoming term no later than the Readmission Deadline for their desired term. Please refer to the UOnline Academic Calendar (http://www.miami.edu/index.php/registrar/calendar/) for important deadlines regarding registration for continuing students. Students will be registered into courses for the entire term, both first and second sessions (2 courses per term), by the Office of the University Registrar. Students will have access to their course approximately **4 days before** each session start date. If students miss the registration deadline, they will not be registered late and will need to wait until the next eligible term for registration.

Financial, Academic and Other Holds

If students have any financial or other holds, they will **not** be registered into a course until they have met the requirements to remove the hold. Please refer to the UOnline Academic Calendar (http://www.miami.edu/index.php/registrar/calendar/) for important dates regarding registration for continuing students and readmission. **Students will not be registered past the deadline due to delayed payments on the students account.** Tuition for each term must be paid in full and can not be deferred to a future term. Students with Incomplete "I" grades must have all Incomplete grades updated to a letter grade in CaneLink prior to the registration deadline for the next term or will not be eligible for registration. Students are responsible for checking their account via Canelink each term to ensure that they are cleared for registration. Students that miss deadlines because of a hold(s) on their account will have to wait for the following eligible term to register.

Full-Time Study

All online programs are designed for students to attend full time. Students are considered full time pending they meet the credit requirements posted by the Office of the University Registrar. Students should contact their Academic Advisor (https://www.tfaforms.com/433870/) for further information on part time status. An online graduate student is considered full-time if they are taking 6 or more credit hours per semester in any term (Fall, Spring, Summer). Online graduate students are considered half-time if they are taking 3-5 credit hours per semester and are considered less than half time if they are taking 1-2 credit hours per semester.

In all cases, determination as to whether or not a student is in full-time study is the privilege of the Dean of the Graduate School and the Office of the University Registrar.

No full-time faculty member may be a full-time online student, whether or not working toward a degree. Nor may a full-time online student be a full-time faculty member.

No full-time online student will be a principal investigator on any grant or contract, whether in name or fact. And no principal investigator will be a full-time online student.