

Registration

Students register for classes through **Self-Service**, available on Earlham's portal. Academic advisers work with students to assist in decision-making about the courses to be taken. Each semester, students are notified via e-mail of the two-week academic advising period, one-week registration period and policies associated with registration. Continuing students typically register in November for the spring semester and May term, and in April for the fall semester.

Students should start exploring the course schedule for the upcoming semester using the Course planning tool, which is also accessible by the academic adviser.

Seniors (88 earned credit hours and above) and rising seniors will be given priority registration to ensure their access to the classes they need to complete their degree. The credit count includes any transfer credit that has been awarded.

All students must meet with their academic advisor prior to registering to build a course schedule that will help them progress to graduation on time, and to receive their registration pin.

Students not registered by the end of the one-week registration period will be charged a fee of \$25, with the following exceptions: students enrolled in off-campus programs, readmits, returnees from leave and new students.

Course load

All students registered for a minimum of 12 credits are considered as full-time and will be billed as such unless they have approval from the Registrar for part-time status (only for graduating seniors in their last semester). At the conclusion of this process students registered for more than 18 credits will be billed an overload fee. Applied music lessons, first-year Honors and LIFT courses, as well as EPIC 171, are not considered a part of an overload.

Changes in registration

Students, in consultation with their advisors, may make changes to their course schedule within the deadlines specified as follows:

- **ADD/DROP:** Courses may be added or dropped during the first five class days of the Fall and Spring semesters. During this period, courses dropped will not appear on the student's transcript and course fees will be refunded. The add/drop period for May terms runs through the first day of classes.
- **WITHDRAW:** After the Add/Drop period has passed, students may withdraw from a course until the Friday of the tenth week of classes for the Fall and Spring terms. For May term the last day to withdraw from a class is the end of the first week of classes. Students are expected to consult with their academic advisor prior to doing so. When a student withdraws from a course, a grade of W will be recorded on the transcript. The student's GPA will not be impacted. Withdrawals may be processed through Student Self-Service or through the Registrar's Office, withdrawals are effective the day on which they are made. Course fees will not be refunded.
- **CREDIT/NO CREDIT:** With the consent of the instructor, academic adviser and the registrar, students may select the CR/NCR grading option in an on-campus course up to the Friday of the end of the tenth week of classes. Once the CR/NCR option is elected, it cannot be changed back to the letter grade option. Students may only petition for one course within a semester and only two during their Earlham career. A student may not take the credit/no credit option in their major or minor.

Students are not permitted to withdraw from a course (without approval) if doing so will reduce their course load to less than a full-time status.

Please be advised that a course withdrawal may impact the student's satisfactory academic progress and financial aid eligibility. Students should consult with the Financial Aid Office regarding any possible impact.

Late Arrival policy

All students are expected to be on campus by the first day of classes each semester. However, should circumstances prevent a student from arriving on campus by the official start date, they must notify the Registrar's Office prior to the beginning of classes and submit a completed *Academic Petition* form, located in the Registrar's Office Forms Box folder. Students may be granted a late arrival up to the Add/Drop deadline (5th class day) and, under exceptional circumstances, up to the 10th day of the semester. If approved, the student is responsible for contacting their instructors to notify them of their late arrival and it is the student's responsibility to make up the coursework. Students who fail to notify the Registrar's Office risk being dropped from their courses.

International students who expect to arrive to Earlham College after the first day of classes must contact the Center for Global Education (CGE) to discuss immigration implications and processes.

Retaking courses

A student may petition to retake any Earlham course — except an Earlham Seminar — as part of their regular semester course load. In such cases, the highest grade earned for the same course appears on the student's transcript; only the highest grade is calculated into the student's GPA. The lowest grade is replaced on the transcript with RT (Retake). The petition for retaking a course is available in the Registrar's Office. A course may be retaken only one time toward grade improvement.

A course being retaken will be counted in the course load for tuition charges for the semester in which the student is enrolled, but the student will receive credit ONLY ONE TIME for a given course.

If a student fails an Earlham Seminar, they are required to complete a Writing Intensive course in their sophomore year for degree completion (this doesn't eliminate the need to take a Writing Intensive course within the student's declared major). At the time of this completion, the "failing grade" in the Earlham Seminar will be changed to a RT.

Registration fees/Late charges

Careful planning with your adviser should help you avoid late charges. These charges also are applicable to transfer students. Late charges are posted to a student's account when:

- A student changes their registration after the published deadline: \$25 (after early semester break: \$50).
- A student fails to submit a declaration of major form by the end of their fourth semester of enrollment or by having attained 60 credit hours: \$25.
- A student fails to submit a declaration of major form by the end of their fifth semester of enrollment or by having attained 75 credit hours: \$50.
- A student fails to submit a declaration of major form by the end of their sixth semester of enrollment or by having attained 90 credit hours: \$100.
- A student fails to submit a declaration of major by the end of each succeeding semester after the sixth semester of enrollment or having attained 90 credit hours: \$100.

Registration holds

Registration holds prevent students from registering for classes. If you have a hold, contact the office who placed the hold on your account:

- Accounting Office 003 Carpenter Hall 765-983-1333
- Registrar's Office 018 Tyler Hall 765-983-1515
- Student Life Earlham Hall 765-983-1311

Once a hold is resolved, registration can occur during the designated dates.

Enrollment Status

Each semester, a student may be:

- enrolled at Earlham College and studying on campus;
- enrolled and studying off campus in an approved Earlham or Earlham-approved program;
- on an approved leave:
 - Academic Leave of Absence (ALOA),
 - Personal Leave of Absence (PLOA),
 - Medical Leave of Absence (MLOA);
 - finishing away; or
 - withdrawn from the College.

Please consult the appropriate sections of this catalog for the specific academic policies that apply to each status.

Athletic eligibility

An Earlham student-athlete is expected to be making satisfactory progress toward his/her degree and must be registered for a minimum of 12 semester credit hours to be eligible to participate. A student who is not meeting the progress toward their degree requirements may be placed in one of four categories: academic caution, probation, final probation or suspension from the College.

A student who is placed on final probation at the end of a given semester will not be eligible to participate in traditional regular-season contests during the ensuing semester. However, a student-athlete may remain on their athletics team, participate in practices and in non-traditional season practices and contest(s) with their respective program at the discretion of both the Director of Athletics and their head coach. A student-athlete may return to traditional regular-season competition only after being removed from final probation at the end of a semester.