

Policy Title:	Tiered Registration Schedule for Undergraduate Students Policy
Policy Area:	Office of the University Registrar
Responsible Executive:	Provost/Vice President Academic Affairs and Vice President of Financial Aid & Academic Records
Responsible Policy Officer:	University Registrar
Original Effective Date:	July 2021
Last Revision Date:	March 31, 2025
Last Review Date:	March 31, 2025
Next Review Date:	As Needed

POLICY

Course registration access for undergraduate students is granted following a tiered approach based on seniority. Undergraduate students with senior standing are granted first access, followed by juniors, sophomores, Freshmen, and nondegree-seeking students.

SCOPE

All undergraduate level students

DEFINITION - CLASS DESIGNATIONS

Using earned, transferred, and in progress credit hours, class designations have been defined as the following:

- o Seniors (90 credits or more)
- o Juniors (60 to 89 credits)
- o Sophomores (30 to 59 credits)
- o Freshman (0 to 29 credits)

COMPLIANCE CONTACT

The Office of the University Registrar
nsuregistrar@nova.edu
(954) 262-7263

ENFORCEMENT

All employees with responsibilities under this policy are expected to be thoroughly familiar with their obligations. Failure to comply with this policy may result in disciplinary action pursuant to all applicable university policies and procedures.