

REGISTRATION INFORMATION

Registration is required each semester of attendance. All students will be assigned a permanent student identification number. All students are required to register online (www.beulah.edu (<http://www.beulah.edu>)) utilizing the BHU student portal. Scheduled registration assistance dates are published on the BHU website within four weeks prior to registration. *Academic advising is strongly recommended for all students prior to registering for classes each semester.*

Students that are classified as self-pay students must meet with the Business Office to make financial arrangements. If unable to make full payment at registration, it may be possible to receive the Monthly Payment Plan (MPP). A monthly finance charge of 1.5% will be added to any unpaid balance. Only tuition charges may be financed; all fees must be paid at time of registration. Please contact Business Office for more information.

Academic Hold, Business Hold, Library Hold

A hold will be placed on a student's academic or business account due to the following situations:

1. GPA drop below 2.00
2. No high school transcript on file
3. failure to submit material for admission
4. library material not returned
5. outstanding account balance, and
6. failure to complete assessment testing.

The student will be permitted to enroll once these matters are resolved.

Add/Drop/Change

Adds, drops, or changes to registration must be made by the registration deadline or during the add/drop period. See the financial section for specific cost information. Any changes initiated by the university will not incur a fee and will not be subject to the usual admission policy. A student will not be allowed to add a new course after the first semester week. To withdraw from a course, official notice must be submitted to the Registrar's office. Withdrawals are prorated based on semester weeks regardless of class start date. Please see the section on withdrawals for more information.

Late Registration

Students are strongly encouraged to register during the scheduled registration sessions; however, students who encounter unforeseen circumstances are given the opportunity to register during the week following normal registration. A late registration fee will be charged in addition to the normal registration fee. See the financial section of this catalog for cost information. Registering late will cause students to miss important instructional time. It is the student's responsibility to obtain class material and make up any missed assignments.

Registration Ineligibility

Students with delinquent accounts will not be able to re-enroll until financial obligations are met.

Course Schedules

Course schedules will be made available on an annual or semester basis on the university website at www.beulah.edu/schedule (<http://www.beulah.edu/schedule/>). Schedules are subject to change at the discretion of the University. Any changes will be published on the university website.