

REGISTRATION PROCEDURES

Procedures

1. Registration information is located at www.baylor.edu/registrar (<http://www.baylor.edu/registrar/>).
2. Students who do not pre-register should check with their department for registration information prior to the first day of classes.
3. All students should refer to the official University and Graduate School Calendars for dates set for the semester of graduation. Dissertation and thesis students should be especially mindful of final deadlines for submission and completion of degree requirements. Dissertation and thesis services are available from the first day of classes through the last day of classes each semester.

It is the graduate student's responsibility to honor all conditions and procedures associated with timely registration. Advisement should be limited to the appropriate graduate program director and authorized faculty.

Audit a Course

A student may audit a course with permission from the Graduate School. A student's department must complete an Add/Drop Form in OnBase, along with a petition, in order to register a student for an audited course. The petition is included in the Add/Drop Form. Students do not have access to OnBase. Faculty/staff must use a VPN to log into OnBase off-campus. For additional questions, please contact Alana Schaeper, at Alana_Schaeper@baylor.edu.

See Financial Costs (<https://catalog.baylor.edu/graduate-school/general-information/financial-costs/>) for the fee to audit a course. Tuition funds may not be used to cover classes that are being audited. Only lecture courses may be audited. Audit enrollment is subject to the instructor's willingness to have nonparticipating students. Students who drop an audited course by the fifth class for the fall or spring semester are eligible for a full refund. Full refunds also apply to students who drop an audited course by the third class day for the full summer session, by the second class day for Summer I and II, and by the first class day for the Minimester. No refunds are given after the designated drop date.

Audited courses may not be repeated at a later date for credit, may not be changed in status after the registration period, and are not considered part of the course load. The course will not count toward degree requirements.

Undergraduate Students

Undergraduate students who wish to take a graduate level course must speak with their advisor. The advisor must complete and submit a Graduate Level Petition (<https://www.baylor.edu/graduate/doc.php/373584.pdf>) to the Registrar for processing. Any questions regarding a Graduate Level Petition should be directed to the Registrar's office. The Graduate School does not need to sign-off on Graduate Level Petitions.

Credit/No Credit and Pass/Fail

A student may take a course as credit/no credit or pass/fail with permission from the Graduate School. A student's department must complete an Add/Drop Form in OnBase, along with a petition, in order to register a student for an audited course. The petition is included in the Add/Drop Form. Students do not have access to OnBase. Faculty/staff

must use a VPN to log into OnBase off campus. For additional questions, please contact Alana Schaeper at Alana_Schaeper@baylor.edu.

Credit/No Credit and Pass/Fail courses may not be repeated at a later date for credit, may not be changed in status after the registration period, and are not considered part of the course load.