

# Registration

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<b>Hours:</b>	Monday – Friday, 8 a.m. – 5 p.m.
<b>FAQs:</b>	<a href="https://registration.dixie.edu/frequently-asked-questions/">https://registration.dixie.edu/frequently-asked-questions/</a>

The Registrar's Office is responsible for helping students with all aspects of registration and for student records, including enrolling in classes, adding and dropping classes, withdrawing, evaluating transfer credits, issuing temporary ID cards, providing veterans services, issuing Dixie State University transcripts, conducting degree audits, and approving students for graduation. Students can perform many of these functions online through the online campus registration system (accessed by clicking "myDixie" on the University web page ([https://bannersec.dixie.edu/proddad/twbkwbis.P\\_WWWLogin](https://bannersec.dixie.edu/proddad/twbkwbis.P_WWWLogin))).

The Registrar's Office maintains a **Frequently Asked Questions** website to assist students.

## Registering for Courses

**To register for classes at DSU, students:**

1. Must apply and be fully admitted to Dixie State University.
2. Must verify that all financial obligations to the University have been cleared.
3. Should meet with an Academic Advisor each semester to review the Degree Works audit and to verify their progress toward completion.
4. Log into the myDixie ([https://bannersec.dixie.edu/proddad/twbkwbis.P\\_WWWLogin](https://bannersec.dixie.edu/proddad/twbkwbis.P_WWWLogin)) account:
  - a. View the online Course Schedule.
  - b. Select classes that fulfill General Education and/or major requirements first.
  - c. Check placement / prerequisite requirements.
  - d. Work out a tentative schedule.
  - e. Add classes online under Registration.

## Freshman Registration and Orientation

*(including former High School Concurrent Enrollment Students)*

All new freshmen registering for their first semester are required to:

1. Complete Pre-Orientation course
2. Register ([https://apply.dixie.edu/portal/freshman\\_orientation](https://apply.dixie.edu/portal/freshman_orientation)) for and attend Freshman Orientation

Freshman Orientation will be held throughout the summer. Students will receive vital information about campus resources, student services, student activities, athletics, and DSU traditions. This is a great chance to meet new people, have some fun, and get acquainted with DSU.

For more information on Freshman Registration & Orientation, please go to Freshman Orientation (<http://dixie.edu/freshmanorientation>) website or contact the Student Success ([studentsuccess@dixie.edu](mailto:studentsuccess@dixie.edu)) office.

## Student Responsibility

It is a student's responsibility to verify the accuracy of his/her schedule before the add, drop, and fee deadlines each semester.

Students may check their own class schedules

- Online in myDixie
- At the Academic Advisement Center
- At the Registrar's Office

## Adding Classes

- Students should register for classes as soon as possible because space is limited.
- Students may add classes once registration has been opened for their class level (senior, junior, etc.) through the 5th day of that semester.

- To add a class after the 5th day of the semester, students must submit an ADD card with the instructor's signature to the Registrar's Office.
- No class may be added after the end of the 4th week of the semester.
- An instructor's signature on an ADD card will NOT override placement/prerequisite criteria. To override those requirements, the additional signature of the appropriate department chair or dean is required. Program chairs and deans are listed in the academic program section of this catalog.

## Waitlisting Full Classes

- If a class is full (listed as "C" or closed), and a Waitlist seat is available, a student may choose to be Waitlisted online in the student registration system.
- The student will be notified if/when a seat becomes available in the class. The notification is sent to the student's Dmail account, and the student has 24 hours to add the course.
- After the 24 hours, if the student has not enrolled in the course, the student is automatically dropped from the Waitlist for that class.
- Once dropped from the Waitlist, the student must re-select the Waitlist option for that class and begin the process again.
- The Waitlist is available through the 4th day of the semester.

## Dropping Classes

- Students may drop classes online through the end of the 8th week of the semester via myDixie.
- If a course has a corequisite, a student cannot drop one course and remain enrolled in the other course.
- Dropping a class or classes may affect a student's financial aid.
- A \$10 fee per class is assessed for students dropping a course after the first week of the semester.
- No refunds are given for classes dropped after the end of the 3rd week of the semester. Classes dropped after the 3rd week of the semester will be marked with a "W" grade on the transcript.
- Individual class(es) may not be dropped after the 8th week of the semester.
- Students with extenuating circumstances may request a Complete Withdrawal from the University through the 12th week of the semester. (*See Complete Withdrawal below* (p.       ))

## Auditing Classes

Auditing enables a student to attend a class without receiving a grade or credit. A student who chooses to audit a class must pay all applicable tuition and fees, but no grade or credit will be issued. Once a student has requested a class be changed to audit status, a grade of "AU" will be issued.

- A student may enroll in a class as an audit according to the ADD deadlines and procedures.
- A student already enrolled in a class may change that class to an audit through the end of the 1st week of the semester.
- A fee will be charged for **changing** a course to audit status beginning the 2nd week of the semester.
- The request for audit status cannot be reversed.
- Students should determine the impact changing a course to "Audit" will have on their financial aid.

## Administrative Drops

A student **may** be administratively dropped from a class or all classes for the following reasons:

1. Not attending on the first day of a class without receiving permission from the instructor.
2. Registering in courses for which the prerequisites have not been met.
3. Neglecting to pay all tuition and fees by the tuition due date.
4. A registration hold was overridden incorrectly.
5. As part of disciplinary sanctions imposed through the Student Code.

**IMPORTANT NOTES:** There is no guarantee a student will be dropped for non-attendance.

- **It is a student's responsibility to drop classes they do not attend and to verify the accuracy of his/her class schedule.**
- Not all instructors drop a student who never attend a class, although they are encouraged to do so.
- Administrative drops may affect minimum load requirements, financial aid status, graduation requirements, or other areas.
- Once a student registers for a class, tuition and fees are assessed, even if the student does not attend any class meetings.
- Registering for a class but never attending will impact a student's financial aid eligibility.

## Administrative Drops for Non-Payment

Tuition and fees are due one week prior to the 1st day of the semester. Students who have not paid or applied for the tuition payment plan will have their classes dropped for non-payment.

When an account is not paid in full by the corresponding deadline, the student will be "dropped for non-payment." This means all classes will be dropped. Students whose schedule is canceled will be allowed to re-register on a space available basis only. Reinstatement into one's original schedule may not be possible.

## Complete Withdrawal from the University

A student who experiences serious personal issues (medical, psychological, financial, family, etc.) can request a complete withdrawal from **all** classes through the end of the 12th week of the semester.

- Complete withdrawal must be from **ALL** classes, not an individual course or courses.
- Complete withdrawals may be requested by filling out the online Complete Withdrawal (<https://registration.dixie.edu/wp-content/uploads/sites/78/2016/04/complete-withdrawal-form.pdf>) form or by filling out the Complete Withdrawal form at the Registrar's Office.
- Complete withdrawal may affect a student's financial aid. Any possible refunds for a complete withdrawal are issued according to the deadlines published in each semester's course schedule.

## House Bill 60 (H.B. 60)

Utah residents age 62 or older are eligible to enroll in Dixie State University classes under House Bill 60 (H.B. 60) regulations:

- Admission application is required.
- One-time, non-refundable admission fee of \$35.00 is required.
- If no students are waitlisted for the class, an instructor can sign an H.B. 60 ADD card beginning the first day of class, on a space available basis.
- Submit signed H.B. 60 ADD card to Registrar's Office.
- Pay \$10 fee plus any course or lab fees.

H.B. 60 students audit courses. No credit or grades are issued for H.B. 60 enrollment. Some classes are not available under H.B. 60, including but not limited to all computer and fitness classes.

Faculty are prohibited from adding a H.B. 60 student to any class that has students waitlisted for that course until after the last day for waitlist.

## Course Attributes

Course attributes refer to the General Education or other special status of a class and are listed in the catalog and online course descriptions. GE attributes are:

- American Institutions (AI)
- English (EN)
- Fine Arts (FA)
- Foreign Language (FL)
- General Ed Lab Science (LAB)
- Global & Cultural Perspectives (GLOCUP) (GC)
- Honors
- Humanities (HU)
- Information Literacy (IL)
- Life Sciences (LS)
- Mathematics (MA)
- Physical Sciences (PS)
- Social & Behavioral Sciences (SS)

## Limits on Specific Types of Courses

The maximum for all **repeatable for credit, internship, co-op, independent study, and activity courses** that can be counted toward graduation requirements is:

### Associate's degrees:

- 12 credits co-op.
- 15 credits total of co-op, internships, and independent study combined.
- 12 credits repeatable for credit.
- 20 credits total of co-op, internships, independent study, repeatable for credit, and activity courses combined.

### Bachelor's degrees:

- 12 credits co-op.
- 15 credits total of co-op, internships, and independent study combined.

- 24 credits repeatable for credit.\*
- 30 credits total of co-op, internships, independent study, repeatable for credit, and activity courses combined.

**Music** Private Lessons courses are not included in the repeatable for credit totals of students applying for a baccalaureate degree with a Music major.

MUSC 1810R	Private Lesson I Major: Vocal	1
MUSC 1811R	Private Lesson I Major: Piano	1
MUSC 1812R	Private Lesson I Major: Brass	1
MUSC 1813R	Private Lesson I Major: String	1
MUSC 1814R	Prvt Lesson I Major: Woodwind	1
MUSC 1815R	Private Lesson I Major: Guitar	1
MUSC 1816R	Private Lesson I Major: Organ	1
MUSC 1821R	Prvt Lesson I Major Percussion	1
MUSC 2810R	Private Lesson II Major: Vocal	1
MUSC 2811R	Private Lesson II Major: Piano	1
MUSC 2812R	Private Lesson II Major: Brass	1
MUSC 2813R	Prvt Lesson II Major: String	1
MUSC 2814R	Prvt Lesson II Major Woodwind	1
MUSC 2815R	Prvt Lesson II Major: Guitar	1
MUSC 2816R	Private Lesson II Major: Organ	1
MUSC 2821R	PrvtLesson II Major Percussion	1
MUSC 3810R	Prvt Lesson III Major: Vocal	1
MUSC 3811R	Prvt Lesson III Major: Piano	1
MUSC 3812R	Prvt Lesson III Major:Brass	1
MUSC 3813R	Prvt Lesson III Major: String	1
MUSC 3814R	Prvt Lesson III Major:Woodwind	1
MUSC 3815R	Prvt Lesson III Major: Guitar	1
MUSC 3816R	Prvt Lesson III Major: Organ	1
MUSC 3821R	Prvt Lesson III Maj Percussion	1

These **Dance** courses are not included in the repeatable for credit totals of students applying to graduate with a degree in Dance or with a Dance emphasis.

DANC 1101R	Ballet Technique I	2
DANC 1201R	Modern Dance I	2
DANC 2101R	Ballet Technique II	2
DANC 2201R	Modern Dance II	2
DANC 3101R	Ballet Technique III	3
DANC 3201R	Modern Dance III	3
DANC 4101R	Ballet Technique IV	3
DANC 4201R	Modern Dance IV	3
DANC 4800R	Dance Company II	2

## Credit by Examination

Dixie State University awards credit for competencies as measured by standard examinations, such as the Advanced Placement program (AP) and the College Level Examination Program (CLEP). Specific exams, subject areas accepted, the minimum score requirements, and the amount of credit granted are posted below.

Conditions for receiving credit by examination:

- Students must be admitted and currently enrolled at Dixie State University to receive any credit by examination.
- A fee is assessed for posting credit by examination to a transcript.
- Credit may not be received more than once for the same course.
- **If a student has ever received a grade, including a “W”, in a course for which credit by exam is awarded, the credit by exam option is no longer available. A credit by exam cannot replace a course grade.**
- All credit received for examinations is graded “P” (Pass).
- Credit earned by exam can be used to fulfill General Education requirements as appropriate other than the Global & Cultural Perspectives requirement which can never be fulfilled by an exam.

- DSU will award no more than a combined maximum of 30 total credits for the following:
  - Advance Placement credit (AP)
  - College Level Examination Program credit (CLEP)
  - Foreign Language Achievement Testing Services credit (BYU FLATS)
  - International Baccalaureate credit

**Advanced Placement (A.P.) Credit** is awarded to students who complete high school advanced placement courses and successfully pass the A.P. exam with a score of three (3) or higher according to guidelines found in Utah Board of Regents policy R470. The credits earned will be graded “P” and will not be included in GPA calculations. Credit is posted to the student’s transcript when official A.P. exam results are submitted to the Registrar’s Office with a receipt from the Cashier’s Office showing payment of the posting fee. A.P. exam credit cannot be accepted if the student has ever received a grade in that course.

A.P. exam scores and course(s)/credit are awarded as follows:

AP Exam	Score	Credits	DSU Credit Awarded
Art History	3-4	3	ARTH 271E or ARTH 272E (FA)
Art History	5	6	ARTH 271E + ARTH 272E (FA)
Biology	3	4	BIOL 1010 + BIOL 1015 (LS)
Biology	4-5	5	BIOL 1610 + BIOL 1615 (LS)
Calculus AB	3	6	MATH 1080 (MA) + 1 elective credit
Calculus AB	4-5	6	MATH 1210 (MA) + 2 elective credits
Calculus BC	3	6	MATH 1210 (MA) + 2 elective credits
Calculus BC	4-5	8	MATH 1210 + MATH 1220 (MA)
Chemistry	3-5	6	CHEM 1210 (PS) + 2 elective credits
Chinese Language & Culture	3	8	CHIN 1010 + CHIN 1020 (FL)
Chinese Language & Culture	4	12	CHIN 1010 + CHIN 1020 + CHIN 2010 (FL)
Chinese Language & Culture	5	16	CHIN 1010 + CHIN 1020 + CHIN 2010 + CHIN 2020 (FL)
Comparative Government & Politics	3-5	3	POLS 220E
Computer Science A	3-4	3	CS 1400
Computer Science A	5	6	CS 1400 + CS 1410 (Computer Literacy)
Computer Science Principles	3-5	3	CS 1030
English Language & Composition*	3-5	6	ENGL 1010 + 3 elective credits (ENGL 1010)
English Literature & Composition*	3-5	6	ENGL 1010 + ENGL 2200 (ENGL 1010 + HU)
Environmental Science	3-5	3	ENVS 101E (PS)
European History	3-5	6	HIST 1100 + HIST 1110 (SS)
French Language & Culture	3	8	FREN 1010 + FREN 1020 (FL)
French Language & Culture	4	12	FREN 1010 + FREN 1020 + FREN 2010 (FL)
French Language & Culture	5	16	FREN 1010 + FREN 1020 + FREN 2010 + FREN 2020 (FL)
German Language & Culture	3	8	GERM 1010 + GERM 1020 (FL)
German Language & Culture	4	12	GERM 1010 + GERM 1020 + GERM 2010 (FL)
German Language & Culture	5	16	GERM 1010 + GERM 1020 + GERM 2010 + GERM 2020 (FL)
Human Geography	3-5	3	GEOG 1300
Japanese Language & Culture	3	8	JAPN 1010 + JAPN 1020 (FL)
Japanese Language & Culture	4	12	JAPN 1010 + JAPN 1020 + JAPN 2010 (FL)
Japanese Language & Culture	5	16	JAPN 1010 + JAPN 1020 + JAPN 2010 + JAPN 2020 (FL)
Macroeconomics	3-5	3	ECON 2020 (SS)

Microeconomics	3-5	3	ECON 2010 (SS)
Music Theory	3-5	4	MUSC 1110 + MUSC 1130
Physics I	3	3	PHYS 1010 (PS)
Physics I	4-5	5	PHYS 2010 + PHYS 2015 (PS)
Physics II	3	3	PHYS 1010 (PS)
Physics II	4-5	5	PHYS 2020 + PHYS 2025
Physics C: Electricity & Magnetism	3	3	PHYS 1010 (PS)
Physics C: Electricity & Magnetism	4-5	4	PHYS 2020
Physics C Mechanics	3	3	PHYS 1010 (PS)
Physics C Mechanics	4-5	4	PHYS 2010 (PS)
Psychology	3-5	3	PSY 1010 (SS)
Spanish Language*	3	8	SPAN 1010 + SPAN 1020 (FL)
Spanish Language*	4	12	SPAN 1010 + SPAN 1020 + SPAN 2010 (FL)
Spanish Language*	5	16	SPAN 1010 + SPAN 1020 + SPAN 2010 + SPAN 2020 (FL)
Spanish Literature & Culture*	3-5	8	SPAN 1010 + SPAN 1020 (FL)
Statistics	3-5	3-4	MATH 1040 (MA) or STAT 2040
Studio Art: 2D Design	3-5	3-6	3-6 elective credits based on portfolio review
Studio Art: 3D Design	3-5	3-6	3-6 elective credits based on portfolio review
Studio Art: Drawing	3-5	6	ART 1110 + 3 elective credits
U.S. Government & Politics	3-5	3	POLS 1100 (AI)
United States History	3-5	6	HIST 1700 (AI) + 3 elective credits
World History	3-5	6	HIST 150E + HIST 151E (SS)

Letters following course numbers refer to general Education requirement fulfilled. Course numbers ending in "E" do NOT fulfill a General Education Global & Cultural Perspectives (GLOCUP) requirement.

\* **NOTES:**

1. A student cannot receive credit for both English A.P. exams. Students with passing scores on both English Language & Composition and English Literature & Composition will be given credit only for the English Literature & Composition exam (ENGL 1010 + ENGL 2200).
2. A student cannot receive credit for both the Spanish Language and Spanish Literature & Culture exams. Credit for SPAN 1010 and SPAN 1020 will be awarded only once.

**CLEP Credit** is awarded based on proficiency demonstrated by a CLEP exam score. A student will receive ungraded course credit, which may fulfill General Education requirements or provide elective credits, using the following procedures and guidelines:

- After a CLEP exam is taken, the exam score is assessed and ungraded credit is granted according to statewide and departmental agreements and DSU policy.
- This credit is posted to the student's transcript when CLEP test results are submitted to the Registrar's Office with a receipt from the Cashier's Office for the posting fee.
- **CLEP exam credit cannot be accepted if the student has ever received a grade in that course (including a 'W').**

The minimum level of CLEP test proficiency and course(s)/credit are awarded as follows:

CLEP Test	Total Score	Credit	DSU Credit Awarded
American Government	50 or higher	3	POLS 1100 (AI)
Analyzing & Interpreting Literature (w/ essay)	50 or higher	3	ENGL 2200 (HU)
Biology	50 or higher	3	BIOL 1010 (LS)
Calculus	50 or higher	3	MATH 1030 (MA)
Chemistry	50 or higher	3	CHEM 1010 (PS)
College Algebra	50 or higher	3	MATH 1030 (MA)
College Composition	50 or higher	3	ENGL 1010 (ENGL 1010)
Financial Accounting	50 or higher	3	ACCT 2010
History of the US to 1877	50 or higher	3	HIST 2700 (SS or w/HIST 2710 = AI)

History of the US 1865 to present	50 or higher	3	HIST 2710 (SS or w/HIST 2700 = AI)
Human Growth & Development	50 or higher	3	FCS 150E or PSY 110E (SS)
Humanities	50 or higher	6	ART 101E + HUM 101E (FA + HU)
Introductory Psychology	50 or higher	3	PSY 1010 (SS)
Introductory Sociology	50 or higher	3	SOC 101E (SS)
Precalculus	50 or higher	3	MATH 1030 (MA)
Principles of Macroeconomics	50 or higher	3	ECON 2020 (SS)
Principles of Microeconomics	50 or higher	3	ECON 2010 (SS)
Principles of Marketing	50 or higher	3	MKTG 2550
Western Civilization I	50 or higher	3	HIST 1100 (SS)
Western Civilization II	50 or higher	3	HIST 1110 (SS)

Letters following course numbers refer to general Education requirement fulfilled. Course numbers ending in "E" do NOT fulfill a General Education Global & Cultural Perspectives (GLOCUP) requirement.

**International Baccalaureate** (IB) diplomas and exams are recognized by DSU under the following conditions:

- Students completing the IB diploma shall be awarded 30 university credits, including fulfillment of General Education requirements other than American Institutions, English, and Mathematics.
- Students completing the IB diploma may fulfill the General Education requirement(s) in American Institutions, English, and Mathematics based on scores of 5, 6, or 7 on the Higher Level (HL) exams. No additional credit will be awarded.
- Students not completing the IB diploma may be awarded a maximum of 30 semester hours of credit based on scores of 5, 6, or 7 on individual HL exams, including fulfillment of applicable General Education requirements.
- The English exam does not completely fulfill the DSU General Education requirement for English.
- Credit will only be awarded for one Mathematics HL exam.
- A posting fee may be assessed for credit awarded.
- I.B. diploma or exam credit cannot be accepted if the student has ever received a grade in that course.

Course(s) and credits are awarded for International Baccalaureate tests as follows:

IBO Test	Score	Credits	DSU Credit Awarded
Biology	5-7HL	6	BIOL 1010 + 3 elective credits (LS)
Business & Management	5-7HL	6	BUS 1010 + MKTG 2550
Chemistry	5-7HL	6	CHEM 1010 + 3 elective credits (PS)
Economics	5-7HL	6	ECON 2010 + ECON 2020 (SS)
English A1	5-7HL	6	ENGL 1010 + ENGL 2200 (ENGL 1010 + HU)
French B	5-7HL	8	FREN 1010 + FREN 1020
Geography	5-7HL	6	GEOG 100E (PS)
German	5-7HL	6	GERM 1010 + GERM 1020
History - American	5-7HL	6	HIST 2700 + HIST 2710 (AI)
History - European	5-7HL	6	HIST 1100 + HIST 1110 (SS)
Mathematics	5-7HL	6	MATH 1210 + 2 elective credits (MA)
Further Mathematics	5-7HL	6	MATH 1210 + 2 elective credits (MA)
Music	5-7HL	3	MUSC 1010 (FA)
Philosophy	5-7HL	3	PHIL 1000 (HU)
Physics	5-7HL	8	PHYS 2010 + PHYS 2210 (PS)
Psychology	5-7HL	3	PSY 1010 (SS)
Social & Cultural Anthropology	5-7HL	3	ANTH 1000 (SS)
Spanish	5-7HL	8	SPAN 1010 + SPAN 1020
Theatre Arts	5-7HL	3	THEA 1013 (FA)
Visual Arts	5-7HL	3	ART 101E (FA)

Letters following course numbers refer to general Education requirement fulfilled. Course numbers ending in "E" do NOT fulfill a General Education Global & Cultural Perspectives (GLOCUP) requirement.

**FLATS Credit.** Up to 12 credits in a foreign language are awarded to students who pass the BYU Foreign Language Achievement Testing Services (FLATS) in an approved language, using the following procedures and guidelines:

- Students must be enrolled as matriculated DSU students.
- A posting fee is required.
- Credits receive a grade of “P” (Pass).

## Transcripts

A transcript is the official record of a student’s academic performance at an institution. The contents of a transcript may not be altered except as set forth in specific University policies.

- **Unofficial** transcripts
  - Beginning with the academic year 1986-1987 are available online at no cost.
  - All academic years are available in person at the Registrar’s Office. Photo identification is required, and a fee may be required for any printed unofficial transcript.
- **Official** transcripts
  - Can be requested online or in person with photo identification at the Registrar’s Office.
  - A fee is required for an official transcript.
  - Official transcripts are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Parents, spouses, friends, other students, etc., may not pick up a copy of a transcript without written consent from the student and photo identification.
  - In order to receive an official transcript by any means, all financial obligations to the University must be cleared.

## To Order a Transcript Online:

1. Login to myDixie ([https://bannersec.dixie.edu/proddad/twbkwbis.P\\_WWWLogin](https://bannersec.dixie.edu/proddad/twbkwbis.P_WWWLogin)).
2. Navigate to Student > Student Records > Order Official Transcripts
3. Complete form and pay fee online.

Note: If you do not know how to log into your myDixie account, or if you attended **prior** to 1986, and would like to order an official transcript online, go to the National Student Clearinghouse Transcript Ordering center (<http://www.studentclearinghouse.org>). Select Dixie State University, complete the form, and pay fee.

## To Order a Transcript by Mail

1. To order by mail, send a written request which must include the following:
  - a. Name (including names under which you were enrolled if different than current)
  - b. DSU ID or Social Security Number
  - c. Date of birth
  - d. Years attended DSU
  - e. Telephone number
  - f. Email address
  - g. Mailing address
  - h. Student signature
  - i. Pay fee by check / money order.

### Mailing Address:

Dixie State University  
ATTN: Registrar’s Office  
225 South University Ave  
St. George UT 84770

## To Order a Transcript in Person at the Registrar’s Office:

- Pay required fee at Cashier’s Office.
- Present photo identification and receipt at Registrar’s Office.