

COURSE REGISTRATION POLICY

Reference Number: RGR - 018

Functional Area: Academic Affairs

Approved Date:	30 January 2025
Approved by:	Academic Council
Effective Date:	30 January 2025
Applies to:	All UCA students
Responsible Office:	Office of the Registrar
Last Reviewed/Updated:	30 January 2025
Scheduled Review Date:	

Rationale: This Policy ensures a structured and transparent process for course registration, enabling students to enrol in required and elective courses efficiently. It provides guidelines for maintaining academic standards and managing course loads.

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1. POLICY STATEMENT

- 1.1. The University is committed to facilitating an efficient and fair course registration process. This policy outlines the procedures for students to register for core, major-related, and elective courses while managing credit loads to maintain academic balance. It includes specific provisions for both undergraduate and postgraduate students to ensure appropriate academic progress.

2. PURPOSE

- 2.1. To establish clear guidelines for the registration of courses, ensuring students can enrol in their required and elective courses within the defined credit limits, and to manage course capacities effectively.
- 2.2. In the event there is a conflict/ collision between the policy and mandatory provisions of the laws of the Founding States, the latter shall apply.

3. SCOPE

- 3.1. This Policy applies to all undergraduate and graduate students at UCA and covers the registration for core, major-related, and elective courses.

4. DEFINITIONS

- 4.1. Course Catalogue. An official document published on the UCA website (<https://ucentralasia.org/schools/school-of-arts-and-sciences/course-catalogues>) It provides detailed information about the courses offered during a specific academic period. It includes course descriptions, prerequisites, and credit hours. The course catalogue serves as a reference for students, faculty, and academic advisors to plan and manage academic progress.
- 4.2. Core Courses. Mandatory courses within an academic program, as per educational licenses from the Ministries of Education and Science of Kyrgyzstan and Tajikistan.
- 4.3. Major-Related Courses. Courses specific to a student's major, as outlined in the SAS-approved curriculum.
- 4.4. Elective Courses. Optional courses offered by various departments allowing students to earn additional credit points.
- 4.5. Self-Enrolment. The process by which students independently register for their courses

through the university's online registration system.

5. POLICY

5.1. Automatic Enrolment (Undergraduate Students)

- 5.1.1. The Registrar's Office enrolls undergraduate students in core and major-related courses, based on the course memo approved by the Programme Directors.

5.2. Self-Enrolment (Undergraduate and Graduate Students)

- 5.2.1. Undergraduate students must independently register for elective courses, as per the curriculum and available courses outlined in the course memo.
- 5.2.2. Undergraduate students are responsible for self-enrolment in the courses they are retaking.
- 5.2.3. Graduate students are responsible for self-enrolment in all their courses each semester using the online registration system, as outlined in their programme requirements.

5.3. Add/Drop Period

- 5.3.1. All students may add or drop courses within the Add/Drop period specified in the academic calendar. Courses not dropped within this period will be graded and appear on the student's transcript.

5.4. Credit Limits per Semester

- 5.4.1. Undergraduate students' credit load should not exceed 36 credits in the Fall semester and 38 credits in the Spring semester, inclusive of all courses and co-op education.
- 5.4.2. Graduate students must adhere to their programme-specific credit requirements unless an exception is granted by the Programme Director.

5.5. Elective Course Enrolment

- 5.5.1. A minimum of five students is required for an elective course to run.
- 5.5.2. The maximum enrolment is determined by the Programme Director based on classroom capacity, with enrolment prioritized on a first-come, first-served basis.

5.6. Additional Credits

- 5.6.1. Additional credits may be approved for undergraduate students by the Programme Director and Dean of the School if the student has a GPA of 3.85 or is a senior needing extra credits for graduation.

6. ROLES AND RESPONSIBILITIES

6.1. Office of the Registrar

- 6.1.1. Enrolls undergraduate students in core and major-related courses.
- 6.1.2. Manages the course registration system and supports self-enrolment for additional elective courses and all master's courses.
- 6.1.3. Monitors and enforces credit limits and the Add/Drop process.

6.2. Programme Directors

- 6.2.1. Approve the course memo, detailing the courses available for registration and their respective capacities.
- 6.2.2. Review and approve requests for additional credits if applicable.

6.3. Students

- 6.3.1. Undergraduate students are responsible for self-enrolment in elective courses.
- 6.3.2. Master's students must independently enrol in all their courses and adhere to the Add/Drop deadlines and credit requirements.

7. PROCEDURES

7.1. Course Enrolment

- 7.1.1. The Registrar's Office automatically enrolls undergraduate students in required courses.
- 7.1.2. All students must self-enrol in additional electives (undergraduates) or all courses (graduate students) through the online registration system within the Add/Drop period.

7.2. Managing Credits

- 7.2.1. Students may request approval for additional credits by meeting with their academic advisor and gaining consent from the Programme Director.

7.3. Add/Drop Process

- 7.3.1. Students may modify their course selection within the Add/Drop period, after which all courses are locked and graded.

8. CONTACT INFORMATION

- 8.1. Office of the Registrar (registrar@ucentralasia.org).

9. REVIEW HISTORY

Revision №	Date	Approved by	Revision description	Process Owner
1				
2				