THE UNIVERSITY OF ARIZONA

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Policy Information

Last Revised Date:
June, 2015
Policy Number:
UHAP 7.03
Responsible Unit:
Division of Human Resources
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Policy

7.03.01 Admission of Students to the University

All qualified students are welcome at the University of Arizona without regard to race, color, religion, sex, national origin, age, disability, veteran's status, or sexual orientation.

Information on undergraduate admission is available from the Office of Admissions as follows:

- Office of Admissions
  http://admissions.arizona.edu/ [2]

Information on graduate admission is available from the Graduate College or online as follows:

- Graduate College
  http://grad.arizona.edu/admissions [3]

Information on admission to the James E. Rogers College of Law is available from the college or online as follows:

- James E. Rogers College of Law
  http://www.law.arizona.edu/ [4]

Information on admission to the College of Medicine is available from the college or online as

follows:

- College of Medicine Admissions Office
- http://medicine.arizona.edu/admissions [5]
- http://phoenixmed.arizona.edu/admissions [6]

7.03.02 Course/Class Registration

Complete registration instructions, procedures, and deadlines are detailed in the Schedule of Classes prior to the registration periods. A student is officially registered and eligible to attend classes only when all procedures have been completed, including payment of tuition and fees.

In addition to containing the basic information regarding registration, the Schedule of Classes is an essential source document for the fee schedule, academic and other student regulations and procedures, and the final exam schedule, as well as for course availability and offerings by term. The Schedule of Classes is available online as follows:

- Schedule of Classes
  https://uaccess.schedule.arizona.edu/psp/uazsaprd2/UA_SCHEDULE/HRMS/h/?tab=DEFAULT
  [7]

7.03.03 Prerequisites for Courses

Before approving the enrollment of a student in a course, the instructor must be satisfied that the student has met all prerequisites as described in the Schedule of Classes Course Descriptions.

7.03.04 Change of Schedule by Students

Students may drop and/or add courses by following instructions and adhering to deadlines as published in the on the Dates & Deadlines [8] website, updated for each term. Policies and forms for Undergraduate Change of Schedule (Drop/Add) [9] are available in the online General Catalog, updated annually. Further information on schedule changes is available on the Office of Registrar website as follows:

- Office of the Registrar
  http://registrar.arizona.edu/ [10]

7.03.05 Auditors

Audit is a registration status allowing students to attend a course without receiving credit. Information is available in the General Catalog as follows:

- General Catalog, Academic Policies (Audit Policy)
  http://catalog.arizona.edu/2015-16/policies/audit.htm [11]

7.03.06 Minimum Class Size

The minimum enrollment for courses numbered 500 and above is 5 students; the minimum for those numbered 400–499 is 12; and the minimum for those numbered under 400 is 15. The minimum size for 400/500 classes will be 5 graduate students or 12 students in total. Adherence to this policy is monitored at the college level and is managed by department heads.

Revision History*

Hyperlinks in sections 7.03.01–7.03.05 updated June 4, 2015.

Sections 7.03.04 and 7.03.06 revised September 2001

Section 7.03.05 effective September 2005

Source URL: http://tobaccofree.arizona.edu/employmenthuman-resources/student-enrollment

Links
[1] mailto:hradmin@email.arizona.edu
[2] http://admissions.arizona.edu/
[3] http://grad.arizona.edu/admissions
[4] http://www.law.arizona.edu/
[5] http://medicine.arizona.edu/admissions
[6] http://phoenixmed.arizona.edu/admissions
[7] https://uaccess.schedule.arizona.edu/psp/uazsaprd2/UA_SCHEDULE/HRMS/h/?tab=DEFAULT
[8] http://www.registrar.arizona.edu/schedules/dates.htm
[9] http://catalog.arizona.edu/2015-16/policies/dropadd.htm
[10] http://catalog.arizona.edu/2013-14/policies/dropadd.htm
[11] http://catalog.arizona.edu/2013-14/policies/audit.htm