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Policy Information

Effective Date:

September 1, 2001

Last Revised Date:

May, 2023

Policy Number:

UHAP 7.03

Responsible Unit:

Office of the Registrar

Email:

reghelp@email.arizona.edu [1]

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 (including pregnancy), national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information.

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]

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

- <https://vetmed.arizona.edu/admissions/get-started> [7]

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
[8]

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 on the [Dates & Deadlines](#) [9] website, updated for each term. Policies and forms for [Undergraduate Change of Schedule \(Drop/Add\)](#) [10] 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
<https://registrar.arizona.edu/> [11]

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)
<https://catalog.arizona.edu/policy/registration-tuition-fees/registration-enrollment/audit> [12]

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*

10/05/2023: Included pregnancy under the Policy section to clarify that pregnancy discrimination is prohibited. Included gender identity or genetic information to the classification list.

05/23/2023: Non-substantive revisions include adding link to the College of Veterinary Medicine under 7.03.01 and changed the responsible unit to Office of the Registrar.

06/04/2015: Updated hyperlinks in sections 7.03.01-7.03.05.

09/2001: Revised Sections 7.03.04 and 7.03.06.

09/2005: Section 7.03.05 effective.

Source URL:<https://policy.arizona.edu/student-life-and-education/student-enrollment>

Links

[1] <mailto:reghelp@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://vetmed.arizona.edu/admissions/get-started> [8] https://uaccess.schedule.arizona.edu/psp/uazsaprd2/UA_SCHEDULE/HRMS/h/?tab=DEFAULT [9] <http://www.registrar.arizona.edu/schedules/dates.htm> [10] <https://catalog.arizona.edu/policy/registration-tuition-fees/registration-enrollment/change-schedule> [11] <https://registrar.arizona.edu/> [12] <https://catalog.arizona.edu/policy/registration-tuition-fees/registration-enrollment/audit>