REGISTRATION

Students may not attend or sit in classes unless officially registered, whether or not the student intends to receive credit for the class. Exceptions to this policy may be granted, with instructor approval, only for members of the community to participate in music ensembles, or for SPU Theatre program alumni to participate in theatre productions. In all other cases, a person who wishes to attend a course but not receive a grade must officially register as an auditor and pay for the course.

Registration for admitted students currently in attendance will begin during the last few weeks of the preceding quarter, and online (http://login.spu.edu/cas/login/?service=https%3A%2F%2Fbanweb-sso.spu.edu%3A443%2Fssomanager%2Fc%2FSSB) registration will end on the fifth day of the quarter at 11:59 p.m. Students may register for classes with an extended registration deadline online through 11:59 p.m. on the 10th day of the quarter. Courses with an extended registration deadline are identified in the Time Schedule (http://spu.edu/undergraduate-time-schedule/) within the course details section of each class listing.

The Office of the Registrar (http://spu.edu/administration/office-of-the-registrar/) site has detailed information about how to add or drop a course.

Registration dates for current students, newly admitted students, and non-matriculated students are listed in the University Academic Calendar (https://catalog.spu.edu/graduate/academic-calendar/).

If you are an enrolled, matriculated student, the Office of the Registrar will send you an email the week before the registration period begins, notifying you that you have been assigned a registration time for the upcoming quarter. You will be instructed to check your registration time through the Banner Information System.

Once online registration has ended, undergraduate students who wish to withdraw from one or more classes must drop using their Banner account (http://login.spu.edu/cas/login/?service=https%3A%2F%2Fbanweb-sso.spu.edu%3A443%2Fssomanager%2Fc%2FSSB) with the UG Course Drop (Week 3–8) form and graduate students can drop with the GR Course Drop (Week 3–8) form. Undergraduate students are required to have instructor permission to drop a course after the 10th day of the quarter. Policies for course withdrawal may be found in the Withdrawal (https://catalog.spu.edu/graduate/academic-policies-procedures/withdrawal/) section of this catalog.

If you have additional questions about your registration, contact the Office of the Registrar by email (registrar@spu.edu) or 206-281-2031.

A primary function of the Office of the Registrar is to uphold academic integrity by ensuring that records of a student's course registration, course completion, and grades are accurate and comprehensive. Therefore, academic history data are not subject to erasure by request under the European Union General Data Protection Regulations or any other regulation.