

## CROSS-TERM ENROLLMENT TRADITIONAL, ADVANTAGE, MBA COURSES

**Criterion:** Students wishing to enroll in sections of courses that are offered in a term other than the student's admitted term.

**Policy Statement(s):**

1. Students are admitted to Avila University as traditional-term undergraduate, traditional term graduate, Advantage, or MBA students.
2. In some circumstances, sections of courses that are offered in one term may be created in another term for student enrollment.
3. Students must meet requirements for the crossed term and course(s) in which they wish to enroll. **Students enrolling in Advantage sections must be at least 23 years of age.** Students enrolling in MBA courses must have the permission of the Director of the MBA program.
4. Only courses that meet during dates that fit within the term into which the course is being added will be allowed to have sections created. (For example, a student wants to be enrolled in a section of an Advantage course that meets from April 23 – May 28. The student is usually enrolled in the traditional spring term and that term ends on May 14 with the traditional summer term beginning on May 18. Since the student's traditional spring term ends earlier than May 28, the student cannot enroll in an advantage section that overlaps into the traditional summer term.)
5. In some programs, advance course requirements or special attendance requirements exist. Students are expected to meet all course and attendance requirements.

**Procedure(s):**

1. Students must meet with their academic advisors to determine the courses that best meet the student's needs.
2. If a cross-term course is identified, the academic advisor must call the Director of the Program and determine if space is available and if permission will be granted.
3. If permission is granted, the student must obtain the signature of the Program Director before coming to the Registration Office.
4. In the Registration Office, a section of the crossed course will be created in the student's typical term of enrollment. Dates will be checked to be sure that no cross-term date problems will be encountered.

**Office—Person(s) Responsible for Implementation/Enforcement:** Registration and Student Records Office--Registrar