

UNIVERSITY OF SOUTH FLORIDA

College of Education

Academic Policy: Prompt Registration & Degree Progression for Newly Admitted Students

Applies to: First-Year & Transfer Students Admitted to a COE Program**Policy Owner:** Office of Undergraduate Studies, College of Education **Effective Date:** Upon Approval **Applies To:** All COE Undergraduate Programs

1. PURPOSE

This policy establishes the College of Education's (COE) expectation that every student admitted as a first-year or transfer student to a COE program is registered for appropriate coursework promptly upon admission. Timely registration keeps students on their degree pathway, supports the university's enrollment and retention goals, and ensures no admitted student is delayed in beginning or continuing their program of study.

2. POLICY STATEMENT

When a student is admitted as a first-year student or as a transfer student into a College of Education program, the college is responsible for identifying and securing appropriate courses for the student and getting the student registered without delay.

Students are not to be held back from registration during their registration time-ticket, student are not to be advised to major in other programs, and students are not to be deferred a semester.

Registration status directly affects institutional retention, enrollment, and completion metrics, so prompt action is required at the Department/Program level.

3. PROGRAM RESPONSIBILITIES

Upon a student's admission to a COE program, advisors and coordinators must:

- Identify courses that satisfy the student's degree requirements for the upcoming term, including major, prerequisite, and general education coursework as needed. Every student will have a #termplan and #graduation plan.
- Register the student, or ensure the student is registered, before the applicable registration time tickets.
- Resolve scheduling conflicts, prerequisite holds, or course-availability issues internally rather than allowing the student's registration to remain incomplete.
- Document any course substitutions or advising decisions in the student's academic record consistent with normal advising practice.

4. NO REDIRECTION TO OTHER COLLEGES OR PROGRAMS

Admitted students are not to be referred to or redirected to another college or program as a means of resolving course-availability, cohort modeling, or scheduling issues. The admitting COE program and advisor retains responsibility for the student's registration and degree progression.

If a student's originally intended program of study is temporarily unavailable, the program must identify an alternative path forward within the College of Education (e.g., a different course, section, or sequencing of requirements) rather than directing the student outside the college or into another COE major.

5. DEGREE PROGRESSION

Registration decisions must be made with degree progression in mind. Courses selected for a newly admitted student should move the student toward on-time completion of their program, following the recommended sequence in the student's degree map or catalog year whenever possible.

6. RATIONALE: IMPACT ON INSTITUTIONAL METRICS

Prompt, complete registration of newly admitted students is a direct input into university retention, enrollment, and student-success metrics. Delayed or incomplete registration negatively affects these outcomes and creates unnecessary risk to the student's academic progress. This policy exists to ensure programs and advisors act quickly and take ownership of getting every admitted student registered.

7. CONTACT

Questions about this policy should be directed to the College of Education Office of Undergraduate Studies