A. HOW TO REGISTER

1. Registration

Lycoming uses a two phase registration system. A registration will not be processed if there are any of the following holds: financial, health forms not processed, or junior student who has not declared a major.

   a. Phase I
      Meet with your advisor to select courses. Your advisor will have your registration form. Take the signed registration form to the Office of the Registrar by the Phase I deadline. You will be required to wait while a staff member inputs the courses. If there are any problems, the form will be returned to you. Keep the pink copy for yourself and give the yellow copy to your advisor.

   b. Phase II
      Students who did not receive a full schedule meet with their advisor to select other courses and take a schedule change form to the Office of the Registrar for processing.

   c. Changes to registration requests can be made after Phase II ends and prior to the end of the semester by bringing a Schedule Change form signed by your advisor to the Office of the Registrar, or by your advisor sending an email request to the Registrar.

2. Adding a Fifth Course

Students who wish to take a fifth four-credit course must obtain approval and pay the additional charges. Scholars students may audit a fifth course without charge.

   a. Complete the Fifth Course Approval form, obtain signatures from the Treasurer's Office (you must make arrangements for payment) and the Dean of the College. If you are not in Scholars or on Dean's List you must also obtain your cumulative GPA from the Office of the Registrar.

   b. Students who are in the Scholars program or on the Dean's List must complete the Fifth Course Approval Form but do not need the signature of the Dean of the College.

3. Auditing a Course

Audit courses cost one-quarter (¼) of the normal course tuition (except for Lycoming Scholars). No credit towards graduation are earned under the audit option.

   a. Complete the Request to Audit a Course form in the Office of the Registrar at the time you register for the course. The audit option can be elected no later than the end of the drop/add period (the
4. Pass/Fail Grade Option

a. The following restrictions apply to the use of Pass/Fail (P/F) grades:
   1. P/F courses may not be used to satisfy distribution requirements or minor requirements. P/F courses completed after you have declared a major may not be used to satisfy a major requirement.
   2. Students may enroll in only 1 course per semester under this option and in no more than 4 such courses during their entire undergraduate career.
   3. You may elect to receive certain letter grades (A, A-, B+, B, B-) instead of the “P.”
   4. Grades of “F” will affect the grade point average.
   5. Students who take a course Pass/Fail (other than those courses that are listed in the catalog as only receiving a P/F grade) are ineligible for the Dean’s List.

b. Complete the Request to Take a Course Pass/Fail form in the Office of the Registrar during the drop/add period

5. Drop/Add

The drop/add period is the first week of class of a regular term and a comparable length of time for May Term and Summer Sessions. Courses dropped during this period will not appear on the permanent academic record. For courses which run the second 7 weeks of the semester, the drop/add period will be the first week during which those classes meet. Course availability can be determined by accessing Search for Classes on the Registrar’s home page or through Web Advisor.

a. Go to your advisor’s office to obtain a Schedule Change form.

b. Obtain your advisor’s signature. Closed (full) courses will also require the signature of the instructor or you cannot get into them.

c. Bring the completed form to the Office of the Registrar before the end of the drop/add period.

6. Registration for May Term and Summer Sessions

a. Complete the Special Sessions Registration form.
b. Get your advisor's signature if you are a degree candidate.
c. Go to the Business Office and make payment arrangements.  
The Office of the Registrar cannot accept the registration form until the Business Office staff has signed it.
d. Take the completed form to the Office of the Registrar for processing.

7. Cross-Registration with the Pennsylvania College of Technology

Students may enroll for less than a full-time load at Penn Tech while remaining enrolled in courses at Lycoming. Students pay Lycoming tuition and receive grade and credit on the transcript as if the course were taken at Lycoming.

a. Complete the Cross-Registration form.
b. Obtain the signatures of your advisor and the Lycoming College Registrar.
c. The Registrar will verify that the course requested will meet the intended requirement.
d. Take the signed form to the Student Records Office at the Pennsylvania College of Technology. **You must register for the course at PCT.**
e. If you decide to drop or withdraw from the course, you must complete the appropriate paperwork at both colleges.