

# REGISTRATION INFORMATION

## Academic Advising

Before students are allowed to register, they must meet with an academic advisor from the departmental office through which their chosen major is administered. **Students are responsible for initiating advising appointments.**

**Students desiring to be advised on a Registration Saturday should schedule an appointment in advance to ensure that their advisor will be on campus that day for advising.**

- Academic advisors will clarify any recent curriculum changes, help students select classes, and give instruction on taking the Math Advising Tool (eMAT) online. Advisors will also complete and sign registration forms.
- Students who have not yet declared a major may call the Advising Center at 214.333.6843 to obtain the name of their assigned advisor.
- Students who desire to change majors and have not yet been assigned a new advisor should contact the departmental office through which the new major is administered.
- New freshmen will be assigned to special advisors who are familiar with freshman block scheduling.

## Degree Requirements

**It is the student's responsibility to be informed of degree requirements.**

This information may be found online at [www.dbu.edu](http://www.dbu.edu) by selecting Academics and then Undergraduate, Graduate, or Doctoral Programs. Additional information regarding updated degree requirements may be obtained from the student's academic advisor.

**Although academic advisors strive to advise students as accurately as possible, the student bears ultimate responsibility for fulfilling degree requirements for graduation, certification, and/or licensure.**

## Official Enrollment

If you register online, you are responsible for payment for the course(s) in which you enroll.

If, for any reason, you become unable to attend classes, you must officially drop or withdraw from classes. **Requests to totally withdraw from the university must be initiated by the student, and it is the student's responsibility to see that it is completed.** **Note:** Students verified by the professor(s) as never attending classes in which they are enrolled will be subject to an automatic drop from these classes, which will result in the cancellation and return of any financial aid received.

## Transfer Credit

Students should seek full understanding of the conditions under which transfer credit is accepted. The Registrar's Office will provide guidance to students seeking such information.

Upon request, Transfer Credit Analysts in the Registrar's Office will interpret the DBU transfer credit policies. Please call 214.333.5334 for clarification of these policies.

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## CLEP Exams

Students **cannot** take CLEP exams during their final (graduating) semester.

## eMAT

Students wishing to register for a math class or ACCT 2301 must first complete the Math Advising Tool (eMAT). For eMAT information, new and transfer students may contact the Undergraduate Admissions Office at 214-333.5360; returning students should contact their advisors.

## MyDBU Account

Your MyDBU account will be used to gain access to all DBU technology accounts, including your DBU email. Your DBU email is used to relay important University correspondence and is required for all students. If you have not yet obtained a MyDBU account or an Academic Computer Lab account, please contact the HelpDesk at 214-333-5500 for assistance.

## Taking Courses at Other Institutions

**After matriculation, a student may transfer a maximum of 12 credit hours to DBU.**

A student who wishes to enroll for a course at another institution should secure the **written permission** of the DBU Registrar two weeks **BEFORE** registering for the course. Failure to obtain this approval in advance will result in the refusal of the University to accept credit earned at other institutions. A Permission Request form may be obtained from the student's advisor. An official transcript from the other institution must be submitted to the Registrar's Office **within two weeks of completion** of the approved course(s).

- **Students cannot take courses at another institution during their final (graduating) semester.**

## Course Offerings Policy

The courses in the Schedule of Classes will be taught as listed, provided enough students enroll in each section to justify offering the course. The scheduled time, room, and instructor reflect the intention of the University at the time the Schedule of Classes is published but are subject to change. These listings are not an assurance to students that courses will be offered exactly as listed.

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## STUDENT PLANNING

*Check for Updates on Classroom Assignments!*

*Obtain Your Grades, Class Schedule, and GPA Online!*

To access Student Planning:

1. Log into your MyDBU account (my.dbu.edu)
2. Click the Self-Service tile.
3. Choose from the list of options on the Self-Service homepage.

Your MyDBU account will be used to gain access to all DBU technology accounts, including your DBU email. Your DBU email is used to relay important University correspondence and is required for all students. If you have not yet obtained a MyDBU account or an Academic Computer Lab account, please contact the HelpDesk at 214-333-5500 for assistance.

## Main Campus Registration

► Non-resident international students must obtain approval from the International Office before proceeding with registration.

**Step 1.** Contact your academic advisor for an advising appointment.

**Step 2.** If you plan to live in DBU-provided housing, you will need to complete your housing application and room selection process through the StarRez/University Housing Portal. This can be found on your DBU one-login home page. If you have any questions please contact University Housing, 214-333-5455 or [housing@dbu.edu](mailto:housing@dbu.edu).

The University requires students to provide documentation of appropriate health insurance coverage to the Cashier's Office for the Fall and Spring semesters by the corresponding add/drop date. Students who do not provide proof of appropriate health insurance coverage to the Cashier's Office will be automatically enrolled into the Health Insurance Plan offered by Academic Health Plans. The cost of the insurance plan will be charged to the student's account.

- Upon enrollment, you will be subject to University grading policies (located online at [www.dbu.edu](http://www.dbu.edu) under Academic Policies and Procedures) and University refund policies.
- **It is the student's responsibility to complete all necessary financial arrangements immediately.**

**Step 3.** New students will be issued ID cards during registration so that they may check books out of the library and use the Computer Lab. **Returning students must bring their ID cards to the Cashier's Office for updates.**

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## ONLINE REGISTRATION

Dallas Baptist University has an online registration system called Student Planning. The system can be accessed through your MyDBU account (my.dbu.edu) by selecting the Self-Service tile.

### **Important Notes:**

1. Students cannot register online for the following types of courses:
  - Continuous Progress
  - Directed Studies
  - Independent Studies
  - Travel Studies
2. Students who have academic suspension status will not be eligible to register online.
3. Students who have the following holds will be blocked from registering:
  - Bookstore
  - Business Office
  - Cashier
  - Financial Aid