

# 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 complete, sign, and submit a registration form to any University academic advisor or if you register online, you are responsible for payment for the courses listed on the form.

If, for any reason, you become unable to attend classes, you must take official **WRITTEN** action. This paperwork 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 all of the 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.

## 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.

## E-mail Account

Your e-mail account will be used to relay important University correspondence and is required for all students. If you have not yet obtained a DBU e-mail account or an Academic Computer Lab account, please go online at [advisor.dbu.edu](http://advisor.dbu.edu) or stop by the Academic Computer Lab where a staff member will be happy to assist you.

## 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 this schedule 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 this schedule is published, but are subject to change. These listings are not an assurance to students that courses will be offered exactly as listed.

## WebAdvisor

*Check for Updates on Classroom Assignments!*

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

Follow these simple steps to access student information on WebAdvisor:

1. Type [advisor.dbu.edu](http://advisor.dbu.edu) in the address box of your web browser. (Do not enter "www.")
2. If you are new to WebAdvisor, select the Account Setup Instructions link. Follow the directions to create an account.
3. After creating an account, you will be given a user ID. Select "Log In" and enter your user ID and password.
4. Always remember to "Log Out" to ensure confidentiality.

Your user ID and password give you access to WebAdvisor, Blackboard, and your DBU e-mail account.

For assistance, please contact the DBU Information Technology Support Center at 214.333.5500 during regular University hours or send an e-mail to [webadvisor@dbu.edu](mailto:webadvisor@dbu.edu).

**Textbook information for course sections is available  
on the DBU online course schedule  
which can be found at  
[www.dbu.edu/academics/schedule](http://www.dbu.edu/academics/schedule)**

# Registration Information

## 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. Visit with your advisor and obtain a signed registration form listing the classes in which you wish to enroll.

**Step 2.** If you plan to live in DBU-provided housing, proceed to the Residence Life Office in the Crowley Complex and the Health Services Office in Hurley Hall, Suite 1108.

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.

- When your registration form has been completed, signed by all necessary persons, and received by any University academic advisor, you are enrolled and 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.**
- If it becomes necessary for someone else to register for you, they must have an authorization statement signed by you.

**Step 3.** For main campus registration, proceed to the Registrar's Office on the lower level of the Mahler Student Center.

**Step 4.** If you plan to receive financial aid, proceed to the Financial Aid Office on the lower level of the Mahler Student Center.

**Step 5.** To pay your account, proceed to the Cashier's Office on the lower level of the Mahler Student Center. Financing can be arranged.

**Step 6.** New students will be issued ID cards during registration so that they may check books out of the library and use the Academic Computer Lab. **Returning students must bring their ID cards to the Cashier's Office for updating.**

# Online Registration

Dallas Baptist University now has an online registration system for eligible students. The system can be accessed on DBU's webpage at [advisor.dbu.edu](http://advisor.dbu.edu). See restrictions and requirements below.

## **Eligibility requirements for online registration for UNDERGRADUATE STUDENTS:**

1. Students must contact their advisors before registration.
2. Students must have complete undergraduate admission files.
3. Students must have been enrolled in DBU undergraduate-level classes within the past 12 months.
4. Students must be registering for only undergraduate-level classes.

## **Eligibility requirements for online registration for GRADUATE STUDENTS:**

1. Students must contact their advisors before registration.
2. Students must have complete graduate admission files.
3. Students must be registering for only graduate-level classes.

## **Important Notes:**

1. Students cannot register online for the following types of courses:
  - Continuous Progress
  - Directed Studies
  - Independent Studies
  - Travel Studies
2. Certain groups will not be eligible to register online:
  - AIM students
  - Student athletes
  - Students admitted provisionally to the University
  - Students who have academic probation/suspension status
3. Students who have the following holds will be blocked from registering:
  - Bookstore
  - Business Office
  - Cashier
  - Financial Aid
4. Students auditing a class must register in person.