

Registration

REQUIREMENTS

All graduate students using Lehigh University resources must be registered. No graduate student may register for more than 16 credits per semester. University employees may register for, at most, two courses per semester with appropriate approval. The maximum registration in a summer session is two concurrent courses and no more than 14 summer credits across all summer sessions.

REGISTRATION PROCEDURE

Registration is scheduled for a two-week period at a time designated on the university calendar. Graduate registration for new students is held during the week preceding the start of classes. Students should check with their departments for registration and semester class schedules. Graduate students may register using the online system after consultation with their adviser, or complete paper registration forms available in their departments. A course adviser will discuss course selections with students and provide the registration PIN or sign registration forms upon approval.

LATE REGISTRATION PENALTIES

Registration after the designated period during the prior term for continuing full-time graduate students or between the second and tenth day of class during the fall and spring semesters, and the second and fifth day of class during the summer sessions will require a late registration fee. Students who have not completed the registration process by the tenth day of the regular academic semester or by the fifth day of the summer session will not be permitted to attend class.

FULL-TIME STATUS

In order to maintain full-time enrollment status, a graduate student must ordinarily register for a minimum of nine credits each semester. Full-time students may not be employed full-time. Identification as a full-time student is important for three purposes:

1. eligibility for financial aid,
2. compliance with visa requirements for international students, and
3. for university and national graduate enrollment data.

Full-time status may be maintained with fewer than nine credits of registration after fulfillment of degree credit-hour requirements and under some other selected circumstances, provided that the student is, in fact, continuing a program of full-time study and research.

In such cases, the status must be certified each semester on the Graduate Full Time Certification request form, first by the department and then by the appropriate college.