



KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Registration

APPLIES TO:

Degree-Seeking Students

ADMINISTRATIVE AUTHORITY:

Office of the Registrar

Office of the Provost and Vice President of Academic & Student Affairs

Division of Academic & Student Affairs

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

This regulation governs the official process by which students register for courses at Kentucky State University (KSU). Students are expected to adhere to all registration procedures and deadlines to ensure proper enrollment and academic credit.

DEFINITIONS:

Registration

The official process of enrolling in courses for an academic term.

Late Registration

The period after the primary registration window has closed during which students may still register for courses, typically with an associated fee.

PROCESS:

Advising and Registration Approval

- A degree-seeking student must consult with their designated academic advisor prior to each registration period to receive official approval for their plan of study.
- First-time, first-year students may have limitations on the courses for which they can initially register.

Registration Times and Deadlines

- The Office of the Registrar sets and communicates the official registration times for all students. Students are expected to register at their appointed time.
- A late registration fee is assessed to students who do not register during their appointed time.
- Late registration for fall and spring semesters ends one (1) calendar week after the last day of standard registration. Students may not register for credit after this deadline.

Changes in Registration

- All changes in registration—including adding a course, dropping a course, changing a course section, or changing a grading option—must be approved by the student's designated advisor and processed by the Office of the Registrar. Instructor approval is required to add a closed class.
- A processing fee is assessed for any student-initiated change in registration beginning on the first day of classes for a term.
- No fee is assessed for changes caused by a university-initiated course cancellation.

Course Cancellations

- Department Chairs/Deans will inform the Office of the Registrar of all course cancellations no later than two (2) working days after the end of late registration.
- A student enrolled in a canceled course may adjust their registration to replace the course. This adjustment must be completed no later than Saturday of the second full week of classes during a fall or spring semester, or no later than Saturday of the first full week of classes during a summer session.

REFERENCES AND RELATED MATERIALS:

- Academic Calendar
- Course Withdrawal Regulation

CONTACTS:

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HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Regulation)	June 2025	Zach Atwell
