

# ENROLLMENT CONFIRMATION

## Enrollment Confirmation for New and Continuing Students

Final enrollment confirmation will entail both a student's successful registration for at least 12 credits of coursework (unless otherwise permitted to enroll in fewer credits) and remittance of Term Bill payment (net of financial aid) by the semester registration/add deadline (end of the second week of classes). Proper remittance will also include students who are up to date on their Term Bill payment plan.

Students who have not completed both of these processes by the semester registration/add deadline will be deregistered for courses and, therefore, considered not enrolled for the semester. Students will then automatically be placed on a personal leave of absence and should be aware of [leave implications and procedures](#).

## Enrollment Confirmation for Resumed Education Students

Resumed Education students are those Barnard students who have been away from the College for five years or more and are returning to complete the B.A. degree requirements and those Barnard graduates who are returning to the College to take additional, post-baccalaureate coursework. Resumed Education students are subject to regular procedures and deadlines for confirming enrollment and registering for classes.

## Registration

All students are required to register for classes online by the specified deadlines for each semester as posted in the Academic Calendar. Students must obtain final approval of their course schedules from their advisor by the close of registration each semester.

As per Barnard's usual policy, full-time enrollment status requires that students enroll in a minimum of 12 credits per semester, and a minimum of 24 credits over the course of the academic year.

In a given semester, the maximum number of credits a student may take is 19 credits. A student's advisor must grant approval for the student to remain above 19 credits for the semester.

Students who live on campus will be required to maintain a minimum of 12 credits.

Students who do not complete a minimum of 12 credits for the fall or spring semester and 24 for the full academic year may be still subject to Academic Review action for insufficient degree progress.

Note: Late registrations will be assessed additional fees, which will be posted at the Office of the Registrar. A student who neglects to register for classes is subject to academic probation.

## Reduced Course Load Policy

As of Spring 2022, in their final semester of enrollment, graduating seniors who need fewer than twelve credits to complete their degree – and who have already completed at least four full-time semesters in academic residence – may be approved to take a minimum of nine credit hours. Because Barnard students are charged a flat rate of tuition per semester, reducing one's course load to nine credits will not change the

tuition owed in the student's last semester. International students must consult with International Student Services in advance to determine eligibility. Students who meet this criteria and are approved to be enrolled in nine credits are still eligible to live in Barnard's residence halls.

If any student who is not an eligible senior needs to register for fewer than twelve credits for disability-related reasons, they may reach out to CARDS to discuss the reduced course load process at [cards@barnard.edu](mailto:cards@barnard.edu).

## Enrolling in Columbia University Courses

Many courses offered in other divisions of the University are open to qualified Barnard students; those cross-listed in the Barnard Catalogue do not normally need special approval; no undergraduate courses listed in the Columbia College bulletin need special approval unless so indicated in the course description. Other courses not cross-listed in the Barnard Catalogue may require divisional or instructor's approval in addition to the approval of the student's academic advisor. Columbia University courses are entered on the student's Barnard schedule; specific instructions are distributed. Students are expected to have reviewed the course description and prerequisites before consulting an advisor, to determine for themselves whether they are eligible to enroll.

Permission is needed to take a course at Teachers College. Students should obtain an application from the Office of the Registrar, obtain course approval from the Dean of Studies, and return the completed form to the Office of the Registrar. Teachers College courses require the payment of additional tuition at the Teachers College rate over and above Barnard tuition.

## Adjustment of Fees and Refunds for Changing Registration

Because Barnard students are charged a flat rate of tuition for full-time study, the adding or dropping of individual courses does not change the tuition owed for most students. There are a relatively small number of courses with course-specific fees that may change if courses are added or dropped. If a student changes their registration and the tuition called for is lower than the amount they have already paid, they will be credited the excess only if the change in their registration is made by the registration deadline (the second Friday of the full 14-week semester). If the student's new registration calls for higher tuition, the student is responsible for paying the additional charges promptly.

## Schedule of Classes and Room Assignments

Class times and room numbers are published in the online [Directory of Classes](#), which is updated every night. Additional course materials are accessible through the CourseWorks page for the class. Any students with technical difficulties should contact the IMATS technology team at [courseworks@barnard.edu](mailto:courseworks@barnard.edu).

Students needing wheelchair-accessible classrooms should register with the [Center for Accessibility Resources & Disability Services](#) (CARDS) as soon as possible prior to the beginning of the term to make them aware of this need.

## Courses with Limited Enrollment

Enrollment in certain Barnard and Columbia courses is strictly limited and students must follow specified procedures to secure places in these courses.

## Adding Courses

Students may add courses online during the registration period, up to the maximum number of allowed credits. Adding credits beyond the allowable limit requires the approval of the student's advisor. Courses may not be added after the registration deadline for each term. Please refer to the [Academic Calendar](#) for up-to-date registration deadlines.

## Dropping Courses

Courses may be dropped online before the deadline published in the [Academic Calendar](#). The request must be approved by the student's advisor. Courses dropped by the deadline will not be recorded on the permanent transcript. If withdrawal from a course is approved after the deadline to drop and by the deadline to withdraw, the course will be recorded on the permanent transcript with the notation W (Withdrawal). No adjustment of fees (including any laboratory or course fees) is made for any course dropped after the registration deadline.

A student may not drop below 12 points without the approval of the appropriate class dean or the Center for Accessibility Resources and Disability Services.

## Attendance

Students are expected to attend classes regularly. Frequent or prolonged absences from classes may cause a student to forfeit the right to complete coursework or to take final examinations.

## Policy on Religious Holidays

It is the policy of Barnard College to respect the religious beliefs of community members. In compliance with New York State law, students who are absent from school because of religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that they may have missed. No student will be penalized for absence due to religious beliefs, and alternative means will be sought for satisfying the academic requirements involved. If a suitable arrangement cannot be worked out between the student and the instructor involved, the student should consult the appropriate dean. If an additional appeal is needed, it may be taken to the Provost.

Those responsible for scheduling of academic activities, events, or essential services are expected to avoid conflict with religious holidays as much as possible.

## Credit for Summer Study

Credit for Summer Study The granting of course credit for summer courses taken at other accredited institutions (including Columbia) is treated as transfer credit and is subject to some additional regulations. The maximum number of summer points that can be applied toward the degree for course credit is 16, subject to the approval of the Committee on Programs and Academic Standing. Although a student may not receive degree credit for summer courses exceeding this maximum, the student may fulfill degree requirements with additional summer courses, subject to the approval of the Committee, and in some cases, subject to satisfactory performance on a Barnard placement examination. The full

regulations on credit for summer study are available on the Registrar's website and on the Summer Course Approval form. The student may learn in advance whether the courses they wish to take in summer school meet the approval of the Committee by completing the form and submitting it to the Office of the Registrar well before the end of the spring term. Although the application may also be retroactive, the student places risk of being denied degree credit if they fail to receive prior written approval from the Committee. The student is advised to consult the Summer Course Approval form for the full regulations, some of which are listed below:

1. No more than eight points may be counted for no more than two courses taken in one five- or six-week summer session.
2. To be eligible for credit, a course normally must meet for at least five weeks and at least 35 hours.
3. Grades for courses taken in summer school (including courses taken at Columbia) must be letter grades of C– or higher; they are not included in the Barnard grade point average, but they will be included in the calculation for Latin honors if the student's Barnard GPA meets the threshold for honors. These courses and grades will, however, be considered by graduate or professional schools, which normally require the submission of an applicant's transcripts from all the colleges attended.

A fee is charged by Barnard to transfer summer credits from the other institution, including Columbia.

## Length of Residence

Students are expected to be registered full-time (12 points minimum) for four years. Transfer students must complete at least 60 points and two years full-time in residence at Barnard to receive the degree (see below for additional information). Under certain conditions, it is possible for seniors in their final semester to complete their work for the degree while registered in absentia, with the permission of the Senior Class Dean.

## Classification of Students

Students are classified as follows:

### Matriculated

First-Year (fewer than 24 points)

Sophomore (24-51 points)

*(Note: A student who enters as a first-year remains a first-year for the full academic year, regardless of points earned)*

Junior (52-85 points and a declared major)

Senior (86 or more points)

Unclassified (transfer students who have not yet been assigned credit)

### Non-matriculated

Other college degree candidates (visiting students)

Barnard alumnae auditing courses

Barnard alumnae taking courses for credit

Any other student who is not a degree candidate

A degree candidate (*i.e.*, a student who is matriculated) is expected to be enrolled for at least 12 points each term and may not change her status to non-matriculated.

## Confirming Graduation Status

Students must officially notify the Registrar that they expect to have completed all requirements for the degree and to receive the diploma on

a particular graduation date. Specific instructions and deadlines will be available through the Registrar. Degrees are granted in May, October, and February. Graduation ceremonies are held in May.

## Leaves and Returns

There may be many reasons why students take time off from College. Some reasons are personal, others health-related. Some students are required to leave because of a disciplinary infraction or because of a lack of satisfactory academic progress. Whatever the reason, Barnard's goal for students is to succeed and graduate, and so the College hopes that students going on leave will return and successfully complete their degrees. To that end, the College Leave Manager in the Dean of the College division works with students going on any type of leave of absence. Students who wish to take a voluntary leave of absence, for personal or health-related reasons, should make an appointment with the College Leave Manager to discuss the process of leaving and returning.

Students who are required to take a leave of absence from the College should also work closely with their Class Dean and advisors. There may be conditions for their return, depending on the reasons why they were required to leave. Again, the goal is a return to the College and a return to good academic standing and progress for all students, and with this in mind, all students should work with the Class Dean and with the College Leave Manager to ensure that they understand what they need to do to show their readiness to resume their academic studies.

Academic reasons why students are required to take a leave include the following:

- Students who do not maintain a minimum GPA of 2.0 in two consecutive semesters, or students who do not complete the requisite number of credits to make satisfactory academic progress for two consecutive semesters, will be asked to leave for either one semester or one year. These students will be required to meet certain conditions and show a readiness to return and resume their academic studies.
- Students who have violated the Honor Code on more than one occasion may be asked to leave the College for a stipulated period of time. Very severe or multiple violations of the Honor Code can result in expulsion, which is a permanent separation from the College (these are rare).

Non-academic reasons why students may take a leave of absence:

- Students who have a sudden or ongoing medical or mental-health related condition may elect to take a leave of absence, in consultation with their health care providers and health care providers on campus as well.
- Family emergencies may necessitate a leave of absence.
- Students who wish to pursue a personal or professional experience or opportunity, such as an internship or travel opportunity, may wish to take a personal leave.

Any voluntary leaves of absence should be decided on in consultation with all of the required advisors to ensure that the student is aware of how a leave from the College will affect academic progress, credits, major, and the anticipated date of graduation.

## Returns from Leaves of Absence

Students seeking to return from any type of leave (whether required or voluntary) submit a request to return to the College Case Manager. The request to return includes a form, a letter outlining the student's plan for continued academic success, a \$100 processing fee, and proof

of readiness to return. This may include transcripts for courses taken, letters of employment, or clearance from medical personnel and the student's care team. This packet is considered by the Deans Evaluation Committee, which makes recommendations for return.

Because the College believes it is important for students returning from leave to be able to reconnect with the community in their first semester back, students are not eligible to apply for study abroad for the semester immediately following the semester of their leave.

## Exceptions to College Policies

Requests by students for exceptions to college policies governing the awarding of academic credit and requirements for the degree may be addressed to the Faculty Committee on Programs and Academic Standing. Students should consult their class deans for the procedure for filing petitions online. Requests that bear the appropriate approvals and comments of advisors and instructors normally receive consideration within two weeks of their submission.