

Registrar FAQs

Contact Information: registrar@newschoolarch.edu

Allen Mutchler, Registrar, 619-684-8827

Registration

1. A course I need to take is full. How can I register for this course?

You must appeal to the instructor to be added to a class that is full. Registration Exception Request Forms are available on the [Student Resources](#) page or in the Office of the Registrar (Room M-216) in the Old Main Building. The program chair and the instructor must approve and sign the form. Return the completed form to the Office of the Registrar for processing.

2. How do I register for an independent study?

You must submit a completed Petition for a Directed Independent Study Form to the Office of the Registrar. Forms are available on the [Student Resources](#) page or in the Office of the Registrar (Room M-216) in the Old Main Building. The program chair and the instructor must approve and sign the form. Return the completed form to the Office of the Registrar for processing. Please see policies regarding Directed Independent Studies in the NewSchool of Architecture and Design [Academic Catalog](#).

3. How many credit hours do I need to be registered for to be considered a full-time student?

Both Graduate and Undergraduate students in a degree seeking program must register for at least 12 credits each quarter to be considered a full-time student. For Title IV loan deferral, students must be enrolled at in 6 or more credits each quarter. Students that are not in a degree seeking program will not be reported as enrolled for loan deferral purposes.

4. Why can't I drop or add a course from my student portal?

There are a number of reasons you may have trouble registering for courses on your [student portal](#). Students can drop and add courses on their student portal prior to the end of the add/drop period. Beyond the add/drop period, students must complete a Late Course Addition Request form. You must submit a completed request form to the Office of the Registrar. Forms are available on the [Student Resources](#) page or in the Office of the Registrar (Room M-216) in the Old Main Building. The program chair and the instructor must approve and sign the form. Once signed, return the completed form to the Office of the Registrar for processing.

There are restrictions on some courses such as prerequisites, co requisites, and graduate and undergraduate level restrictions that may prohibit your registration. Please refer to the [Academic Catalog](#) for course specific requirements. Students are also prohibited from registering for a course due to financial holds on their student accounts. Students should check with the Bursar's Office to meet their financial obligations.

5. I need to withdraw from all my classes. How do I do this?

Students who wish to withdraw from a class, or from the institution should make an appointment with a member of the [Academic Advising](#) team. Students are encouraged to refer to the [Academic Catalog](#) for readmission requirements. You must submit a completed request form to the Office of the Registrar. Forms are available on the [Student Resources](#) page or in the Office of the Registrar (Room M-216) in the Old Main Building. Return the completed form to the Office of the Registrar for processing.

6. How do I know which classes I should take?

Students who need assistance determining the courses they need to take to matriculate toward graduation should make an appointment with their [Academic Advisor](#) for assistance. It is also advised that students refer to the [Academic Catalog](#) for specific program requirements.

Grades and Grading

1. Why is there a “W” on my transcript and what does that mean?

A grade of “W” means that a student has withdrawn from a course. The “W” counts negatively toward time to completion of your program but does not affect your grade point average. Please refer to the [Academic Catalog](#) for more information on the Satisfactory Academic Progress Policy.

2. If I take a class more than once, which grade counts?

The last repeated course grade counts towards grade point calculation. The original attempt(s) will count negatively against your successful completion rate. All attempts at a course will remain on your transcripts. However, previous attempt(s) will be noted with an “E” indicating the grade was excluded from your grade point average. Please refer to the [Academic Catalog](#) for more information on the Satisfactory Academic Progress Policy.

3. How do I appeal a grade?

Grade changes are processed by the Office of the Registrar within one-quarter of the course completion. Students should refer to the [Academic Catalog](#) for the Grade Change Appeal Policy. The instructor, Program Chair or Dean must submit a completed Grade Change Request form to the Office of the Registrar. Forms submitted directly by students will not be accepted. Forms are available on the [Student Resources](#) page or in the Office of the Registrar (Room M-216) in the Old Main Building. Once grades have been updated, the new grade will appear on your student portal.

4. What is an Incomplete (I) and how do I get one?

Incomplete grades are given when a student needs an extended period of time to complete course work due to circumstances beyond the student’s control. You must submit a completed request form to the Office of the Registrar. Forms are available on the [Student Resources](#) page or in the Office of the Registrar (Room M-216) in the Old Main Building. The program chair and

the instructor must approve and sign the form. Please refer to the [Academic Catalog](#) for detailed information about incomplete grades.

Transcript

1. How do I order a transcript?

Transcript requests must be submitted to the Office of the Registrar by the student. Transcript request forms require a copy of the student's wet signature. At this time, digital signatures are not accepted by NewSchool on the Transcript Request Form. The cost is \$10 payable to NewSchool through the Bursar's Office. Forms are available on the [Transcript Request](#) page. Most requests can be processed within 2 to 3 business days. However, during higher volume times the request can take up to 7 business days to process.

2. How will transfer credits appear on my transcript?

Transfer credit appears as "TC" on the student transcript. Transfer credits are not applied to the student's Cumulative Grade Point Average. If you have questions about your transfer credit, please contact the [Office of Admissions](#).

3. Can my transcripts be released if I have holds on my account?

NewSchool does not release official or unofficial transcripts if the student has a financial obligation to the institution. However, transcripts can be released if the students have other types holds on their accounts.

Graduation

1. How do I apply for graduation?

Students who are approaching graduation are encouraged to make an appointment with their [Academic Advisor](#) for a complete degree audit. Students should refer to the [Academic Catalog](#) for graduation policies and program requirements. In addition to catalog requirements, a student must submit a completed Graduation Petition form and a completed Clearance form to the Office of the Registrar. Forms are available on the [Student Resources](#) page or in the Office of the Registrar (Room M-216) in the Old Main Building.

2. When will I receive my diploma?

Diplomas are issued to students when all academic, financial, and catalog requirements have been met. Please refer to the [Academic Catalog](#) for details on graduation policy. Diplomas are mailed within three to four months after degree conferral. Students will be notified via the email address supplied on the Petition to Graduate when diplomas are ready. Students must reply to this email to confirm their current mailing address before diplomas are mailed to the student.

Student Records

1. What do I need to verify my enrollment at NewSchool?

Requests for verification of enrollment are made through the Office of the Registrar. Students must complete an Enrollment Verification Request Form. Enrollment Verification forms require a copy of the student's wet signature. At this time, digital signatures are not accepted by NewSchool on the Enrollment Verification Forms. Forms are available on the [Student Resources](#) page or in the Office of the Registrar (Room M-216) in the Old Main Building.

2. How do I update my address, phone number or personal email address with NewSchool?

Students can update personal information on the student portal or by submitting a Demographic Information Change Request form. Forms are available on the [Student Resources](#) page or in the Office of the Registrar (Room M-216) in the Old Main Building.

*****All international students must see the Registrar within 10 days of an address change. Submitting an address change via the student portal is not sufficient to meet Visa requirements.*****

3. How can I change my program of study?

Students who feel they are enrolled in a program that does not meet their educational goals should begin by making an appointment with an [Academic Advisor](#). You must submit a Program Change Request form to the [Office of Admissions](#). Forms are available on the [Student Resources](#) page or in the Office of the Registrar (Room M-216) in the Old Main Building. The program chair, the Academic Advisor, and the [Office of Financial Aid](#) must sign the form. Please refer to the [Academic Catalog](#) for detailed information about program changes.

4. How can I challenge a course?

A course challenge only applies to professional required courses. This policy is primarily for students who have professional competencies but have not taken an academic course at their current program level in that subject area. You must submit a completed request form to the Office of the Registrar. Forms are available on the [Student Resources](#) page or in the Office of the Registrar (Room M-216) in the Old Main Building.

The student is required to pay the \$500 fee and successfully complete the requirements for the course challenge before the instructor, program chair, or dean submits the approved form to the Office of the Registrar. Forms submitted directly by the student will not be accepted. Once the course waiver has been processed the course will show on the students official and unofficial transcripts. Please refer to the [Academic Catalog](#) for detailed information Course Challenge policy and procedure.