



# 温州肯恩大学

## WENZHOU-KEAN UNIVERSITY

### Course Registration Conduct Guidelines

At Wenzhou-Kean University, we hold the integrity of the course registration process as essential to the equitable and efficient distribution of educational opportunities and resources. To uphold fairness and transparency, the University has established guidelines governing expected conduct during course registration. These guidelines aim to preserve a fair system that honors the needs and rights of all students.

#### General Registration Guidelines

1. **Adherence to Official Announcements:** Students must adhere to the rules and procedures announced by the Office of the Registrar for each registration cycle. These announcements are distributed through official channels, including the university website, student portals, and email notifications.
2. **Registration Priority:** The registration sequence is determined by the number of credits earned, giving precedence to students with higher credit counts. This policy endeavors to ensure that those nearing the completion of their degree programs have access to the necessary courses. However, due to limitations imposed by system capacities and procedural constraints, the composition of each priority group may vary from one registration cycle to the next. Consequently, the university reserves the right to adjust credit hour benchmarks and cohort-specific criteria each registration cycle to best manage priority groupings.

#### Specific Conduct Guidelines

1. **Reserving Seats for Another Student:** It is strictly prohibited to register for a course with the intention of holding the spot for another student regardless of the reason. Reserving course seats of others is a violation of university policies and principles of integrity and fairness and shall lead to disciplinary action. Potential consequences include but are not limited to, remedial actions, educational outcomes, sanctions, disqualification from study-abroad programs, and ineligibility for scholarship applications. Repeat violations could lead to dismissal from the University.

2. **Multiple Section Registrations:** Students are not permitted to register for multiple sections of the same course within a single term. Additionally, students may not enroll in the same course for subsequent terms prior to the published withdrawal deadline of the first of the two terms. To switch sections, a student must simultaneously withdraw from the initially registered section. This policy allows maximum course availability for the student body.
3. **Scripted Bots and Automated Processes:** The use of scripted bots, automated programs, or any artificial means for course registration is strictly prohibited. Students must personally and manually complete registration to guarantee equitable access to courses for all.
4. **Online Courses Offered by Kean USA:** Wenzhou-Kean University students are not permitted to enroll in online courses at Kean USA without receiving prior approval under exceptional circumstances.
5. **Multicampus Registration within the Same Semester or Term:** Students who are enrolled at Kean University (USA) as visiting students are prohibited from concurrently registering for courses at the Wenzhou-Kean University campus during the same semester or term.
6. **Use of Multiple Registration Devices:** Using multiple devices concurrently to register for courses via self-service is not recommended. This practice may unfairly benefit some students and impose additional burdens on the registration system, risking its stability.
7. **Password Security and Confidentiality:** Students must maintain the confidentiality of their account passwords at all times. Sharing passwords with anyone, including peers, family members, or third parties, is prohibited. If a student shares their password and another individual accesses or uses their account, the student remains fully responsible for all activities conducted through their account.

### **Enforcement and Consequences**

1. **Monitoring and Investigation:** The Offices of Academic Affairs, Student Affairs, and the Registrar will vigilantly monitor the registration process for any anomalies. Suspected violations will be subject to a comprehensive investigation.
2. **Sanctions:** Breaching the Course Registration Code of Conduct may lead to sanctions, including, but not limited to, the placement of registration holds on the student's account, cancellation of registration, and disciplinary or academic penalties as described in the Student Code of Conduct.
3. **Appeals Process:** Students who contend that they have been penalized unfairly reserve the right to appeal through the university's established Code of Conduct appeal procedures, as detailed in the Student Handbook.

The Course Registration Conduct Guidelines exist to foster a fair, equitable, and orderly registration environment for all students. Adherence to these guidelines is compulsory. The Office of the Registrar, and the University as a whole, is dedicated to assuring equal course registration opportunities and supporting the academic progression of all students.