

REGISTRAR'S OFFICE

Registrar: Julie Stender
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The Registrar's Office is responsible for helping students with all aspects of registration, including enrolling in classes, adding and dropping classes, withdrawing from college, evaluating transfer credits, issuing DSC transcripts, and approving students for graduation. Students can perform many of these functions online through the online campus registration system (accessed by clicking "myDixie" on the college web page: www.dixie.edu).

REGISTRATION**Registering for Courses**

1. You must be admitted to Dixie State College before you can register for classes.
2. All financial obligations to the College must be cleared in order to register.
3. It is wise to meet with an advisor so you enroll in the right classes.*
4. Look at the online Course Schedule available once you have logged in to your myDixie account.
 - a. Check which classes are required to fulfill General Education and/or major requirements.
 - b. Check placement / prerequisite requirements.
 - c. Determine when those courses will be taught that semester.
 - d. Work out a tentative schedule.
 - e. Add classes online in your myDixie account under Registration.

***New Freshmen Advisement & Registration Requirement (including High School Concurrent Enrollment Students)**

All new freshmen are required to complete the Advisement & Registration program (A&R) before they can begin registering for classes. A&R will introduce new freshman to campus, including degree programs, academic assistance options, student services, campus terminology, etc. Freshmen may sign-up and receive more information about A&R from the Academic Advisement Center's webpage at www.dixie.edu/advisement/ or by calling (435) 652-7690.

Student Responsibility

It is the responsibility of every student to verify the accuracy of his/her schedule at each of these times during each semester:

1. Immediately after registering.
2. If a class is added or dropped.
3. If the first day of class is missed for any reason.

4. Before the last day to add, drop, or audit classes.
5. The beginning of the 4th week of the semester.

It is imperative that each student review the class schedule prior to the 4th week of each semester to make sure that enrollment in classes is official. A student may not attend classes if the official course roll does not include his/her name.

Students may check their class schedules at any time online, by going to the Academic Advisement Center, or at the Registrar's Office. Students who will not be at the first class meeting for any reason must inform the instructor prior to class time or they may be withdrawn. Students must be registered for a class to receive credit.

Status

- Full-time status for federal financial aid is 12 credits per semester.
- Full-time status for most scholarships is 15 credits per semester.
- To complete a bachelor's degree in 4 years, students should take 15 credits per semester (not including summer semesters).
- Registration is open to students by status, which is calculated by the number of completed credits:
 - Freshman 0-29 credits.
 - Sophomore 30-59 credits.
 - Junior 60-89 credits.
 - Senior 90 or more credits.

Non-Traditional Sessions

Traditional semesters are the fall and spring 15-week semesters. Summer, block, and other non-traditional semesters will have add, drop, audit, payment, and withdrawal dates assessed proportionally. Consult each semester's course schedule or contact the Registrar's Office for specific deadlines.

Class Load / Excess Credit

Students should plan to spend 2 hours work outside of class for each college credit (e.g. 3 credit course = 9 credits total per week; 3 in class and 6 out of class).

- Maximum registration is 20 credit hours per semester.
- To register for excess credit (over 20 credits per semester) requires a minimum cumulative 3.0 GPA **and** permission from one of the following:
 - Department Chair of student's declared major.
 - Director of Academic Advisement Center.
 - College Registrar.

Additional tuition is assessed when students register for 21 or more credits. See Tuition and Fee schedule.

Adding Classes

Students may add classes once registration has been opened for their status (freshman, sophomore, etc.) through the end of the 3rd day of classes in that semester. Students should register as soon as possible because availability is often limited.

After the 3rd day of class, an add card with the instructor's signature must be turned in to the Registration Office to add a class. A Late Registration fee may be charged. No class may be added after the end of the 4th week of the semester.

Wait Listing Full Classes

If a class is closed (full), and a wait list is available, a student may choose that option in the online Student Services system. Wait listing notifies a student when a seat becomes available in the course. The notification is sent to the student's Dmail account, and the student has 24 hours to add the course. The wait list is only available through the third day of the semester, after which time a student who wishes to add a course needs to have an ADD card signed by the instructor.

Placement / Prerequisite Criteria

- **Placement** refers to placement scores such as the ACT, SAT, or Accuplacer (which can be taken in the DSC Testing center).
- **Prerequisite** courses must be completed before beginning the next course, sometimes with a specific grade requirement.
- **Corequisite** courses must be taken during the same semester.

An instructor's signature on an add card will NOT override placement / prerequisite criteria. To override those requirements, the additional signature of the appropriate department chair or dean is required. Program chairs and deans are listed in the academic program section of this catalog.

Dropping Classes

Students may drop classes online through the 3rd day of the semester. If a course has a corequisite, a student cannot drop the corequisite course and remain enrolled in the other course. Dropping a class or classes may affect a student's financial aid.

After the 3rd day and until the end of the 8th week of the semester, students wishing to drop a class must do so in person at the Registrar's Office. A fee is assessed for students dropping a course after the first week of the semester. No refund is given for classes dropped after the end of the 3rd week of the semester. Classes dropped after the 3rd week of the semester will be marked with a "W" grade on the transcript. No class may be dropped after the 8th week of the semester, although students with extenuating circumstances may request a Complete Withdrawal from college through the 12th week of the semester.

Auditing

Auditing is attending a class without receiving credit. Students who choose to audit a class must pay all applicable tuition and fees, but no credit will be issued. Once a student has requested a class be changed

to audit status, a grade of AU will be issued. The request for audit status cannot be reversed. Students already enrolled in a class may submit an audit request through the end of the 8th week of the semester. A fee will be charged for changing a course to audit status beginning the 2nd week of the semester. Auditing a class or classes may affect a student's financial aid.

Attendance

If you do not attend the first day of class and did not receive the instructor's permission, you may be administratively dropped from that course. Attendance at all class sessions is a significant predictor of college success. If you must be absent from a class due to illness or another personal issue, work with your instructor to stay current.

Administrative Drop

Students may be administratively dropped from a class or all classes for the following reasons:

1. Not attending class on the first day of class without receiving special permission from the instructor.
2. Registering for courses for which the prerequisites have not been met.
3. Neglecting to pay tuition and fees by the end of the 3rd week of the semester.
4. Registration was accomplished overriding a registration hold.
5. As part of sanctions imposed through the Student Code.

Complete Withdrawal from College

A student who experiences serious personal issues (medical, psychological, financial, family, etc.) can request a complete withdrawal from **all** classes until the end of the 12th week of the semester. The withdrawal must be from all classes, not an individual course or courses. Complete withdrawals may be done online until the semester begins. Once the semester has started, students must request Complete Withdrawal through the Registrar's Office. Complete withdrawal may affect a student's financial aid. Any refund for a complete withdrawal is issued according to the deadlines published in each semester's course schedule.

House Bill 60

Utah residents age 62 or older are eligible to enroll in Dixie State College classes under House Bill 60 (HB 60) provisions:

- Complete an admission application
- Pay admission fee (\$35.00)
- On the first day of class, an HB 60 Add card must be signed by the instructor – on a space available basis.
- Submit signed HB 60 Add card to Registration Office.
- Pay \$10 fee and any course fees or lab fees.

No credit is issued for HB 60 enrollment. Courses are audited. Some classes are not available under HB 60, including but not limited to all computer and fitness classes.

Course Attributes

Course attributes refer to the General Education status of a class and are listed in the Course Descriptions as follows:

- American Institutions
- English
- Fine Arts
- Foreign Language
- Global & Cultural Perspectives
- Humanities
- Information Literacy
- Life Sciences
- Mathematics
- Physical Sciences
- Social & Behavioral Sciences

More information on General Education requirements can be found in the General Education section of this catalog.

Grades

Instructors must enter course grades by 5:00 p.m. on the second working day after the last final exam of the semester. Students must be in good standing (have no unpaid obligations to the college or other hold on their records) to view their grades. Grades are available by logging in to Student Services under *myDixie* on the DSC home page.

Grade System

Grade	Point Value	Notes
A	4.0	
A-	3.7	
B+	3.4	
B	3.0	
B-	2.7	
C+	2.4	
C	2.0	
C-	1.7	
D+	1.4	
D	1.0	
D-	0.7	
F	0.0	Fail
WF	0.0	Fail
P	*	Pass
I	*	Incomplete
AU	*	Audit
W	*	Withdrawal
NG	*	No Grade Issued
Z	*	Missing Grade

* does not affect GPA

Incomplete (“I”) Grades

According to DSC Policy, a grade of “Incomplete” (“I”) may be issued only if:

- The student has completed a substantial portion of a course and is unable to complete the coursework for a legitimate reason (e.g. serious illness or accident).
- The student is passing the course and needs to complete less than 20% of the coursework.
- An “I” grade must not be used in a way that will permit a student to retake the course without paying tuition.
- A student who receives an incomplete does not re-register for the class. If the situation requires that the student sign up for the class again, the instructor should give the grade that was earned. Ordinarily, completing the coursework will not require that a student attend class or complete the work by attending class.
- Copies of the incomplete contract, signed by the instructor and the student, must be submitted to the appropriate department chair and the Registrar’s Office no later than the third week of the following semester.
- Once the student has completed the coursework, the instructor must submit a Grade Change form to the Registrar’s Office.
- The “I” grade will be changed to an “F” grade by the Registrar’s Office after one calendar year if the student does not finish the work or the instructor does not submit a Grade Change form.
- Instructors may institute deadlines of less than one calendar year for the completion of coursework.
- An “I” grade received in the semester a student is scheduled to graduate will delay graduation and may require a new graduation application.

Grade Changes

According to DSC Policy, grade changes may be made only in the following circumstances:

- If an incorrect grade was entered. If a student claims grading errors, s/he must notify the instructor no later than the last day of the following semester, excluding summer semester.
- If a student has completed the work required to finish a class for which an incomplete grade has been assigned, or one calendar year has elapsed since the “I” grade was issued. Grade changes for incomplete grades must be submitted within one (1) calendar year of the grade being issued.
- If a student’s Exception to Policy Petition has been granted or Academic Appeal has been approved. Exception to Policy Petitions must be received within four (4) calendar years of the grade being issued. Academic Appeals must be filed within 20 days of the grade being issued.

Repeating a Course for a Higher Grade

Students may repeat a class for a higher grade if the class was originally taken at Dixie State College or if the class articulated to a DSC course. If the course prefix and number are the same, the **most recent grade** earned in a course will be used. If a course repeat is taken at

another institution, the course must articulate to a Dixie State College course previously taken as determined by an existing articulation agreement or the appropriate department chair. Students must register and pay tuition and fees for repeated classes, and the **most recent grade** earned will be used in the GPA calculation. Previous grades and credit hours for the same course remain on the student's transcript, but are not calculated in the GPA or total hours completed. Credit hours for repeated courses will be counted only once toward graduation and other requirements. Some programs may have limitations on courses which can be repeated for a higher grade.

Academic Renewal

Academic renewal allows students to remove previous poor grades from grade point calculations in limited circumstances. Academic renewal applies only to Dixie State College or transfer courses having grades of D+, D, D-, or F taken at least five calendar years prior to the time of the request. If academic renewal is granted, designated courses will not count in the GPA calculation and will not satisfy any requirement, including number of credits. All such courses will remain unaltered on the transcript with the appropriate notation added to the transcript to indicate academic renewal. A student may only receive academic renewal once, and academic renewal is not reversible.

Conditions under which a petition for academic renewal will be considered:

- Coursework must have been completed at least five years previous to the petition.
- The student must be enrolled at Dixie State College at the time of petition for academic renewal.
- The student must have completed at least fifteen credit hours at Dixie State College after the coursework being considered for academic renewal.
- The student must obtain a minimum GPA of 2.5 in courses completed after the coursework being considered for academic renewal.
- A non-refundable fee is required with the petition for academic renewal.

Once a certificate, associate's degree, or bachelor's degree is awarded by any institution, course(s) completed prior to the award of that certificate or degree will not qualify for academic renewal.

Transfer Credit

Students transferring to Dixie State College must supply an official transcript either in an envelope sealed by an official of the sending institution or by authorized electronic means. A student's official transcript will be evaluated by the Registrar's Office after the student has been matriculated into a degree program to determine the applicability and transferability of credits. Transfer credits are calculated in a student's cumulative GPA.

To be accepted, transfer credits must be college level (not remedial, developmental or pre-college) and must be completed with a grade of D- or above. Where no articulation agreement exists, Dixie State College academic departments determine course equivalencies in their subject areas. Transfer credit may be limited based on institutional accreditation or existing articulation agreement (or lack thereof), and in amount or by age by a Dixie State College academic department. Students may be asked to supply information from a college catalog,

bulletin, syllabus, and/or course outline to aid in evaluation of a transcript or a specific course.

Transfer credit may be accepted from other institutions for the purpose of posting a repeat on a course already taken at Dixie State College, providing the transfer course is equivalent as established by either an articulation agreement between the two institutions or acceptance by the appropriate department chair.

Transfer credit earned at a 1000 or 2000 level usually does not substitute for a 3000 or 4000 level class at Dixie State College. Exceptions may be permitted when the course is equivalent to the Dixie State College class and require the approval of the program director/department chair and dean.

The College reserves the right to deny credit for courses that are not compatible with those offered in its academic programs. For example, courses that provide religious instruction in a particular doctrine and courses offered for non-credit continuing education units will not be awarded Dixie State College credit.

Students who have fulfilled the General Education requirements at a regionally accredited institution will be considered to have fulfilled the General Education requirements at Dixie State College. General Education fulfillment is exemplified by either receipt of an Associate of Arts or Associate of Science degree or a Utah System of Higher Education Registrar's "Letter of Completion" verifying completion of institutional General Education requirements. However, all students must meet Dixie State College and Utah Board of Regents requirements in three core areas: American Institutions, English Composition, and Mathematics

International Transfer Credit

In order for students to receive credit for college work completed outside of the U.S., transcripts need to be sent to a credential evaluation service. Once transcripts are received at Dixie State College from a credential evaluation service, they will be evaluated for specific equivalency. Courses not meeting equivalency requirements may be transferred as elective credit.

Credit by Examination

Dixie State College awards credit for competencies as measured by standard examinations such as the Advanced Placement program (AP) and the College Level Examination Program (CLEP). Specific exams and subject areas accepted and the minimum score requirements and the amount of credit granted are posted below.

Conditions for receiving credit by examination:

- Students must be admitted and currently enrolled at Dixie State College of Utah to receive any credit by examination.
- A fee is assessed for posting credit by examination to a transcript.
- Credit may not be received more than once for the same course.
- If a student has ever enrolled in the course for which credit by exam is awarded, the credit by exam option is no longer available. A credit by exam cannot replace a course grade.
- Dixie State College will award no more than a combined maximum of 32 credits for the following types of credit:

- Advance Placement credit (AP)
 - College Level Examination Program credit (CLEP)
 - International Baccalaureate credit
 - Foreign Language Achievement Testing Services credit (BYU FLATS)
- All credit received for examinations is graded “P” (Pass).

AP Credit is awarded to students who complete high school advanced placement courses and successfully pass the AP exam with a score of three (3) or higher. The credits earned will be ungraded and awarded based on the table which follows. Note that the credit is awarded as a single unit and cannot be broken up (i.e. a student cannot choose to only have part of it posted to their transcript). This credit is posted to the student’s transcript when AP test results are submitted to the Registrar’s Office with a receipt from the Cashier’s Office for the posting fee.

A.P. cut off scores and course requirement(s) fulfilled are as follows:

AP Test	Score	Cred-its	DSC Credit Awarded
Art History	3-5	6	ARTH 2710 + ARTH 2720
Biology	3-5	6	BIOL 1010 + 3 elective credits
Calculus AB	3	6	MATH 1065 + 1 elective credit
Calculus AB	4-5	6	MATH 1210 + 1 elective credit
Calculus BC	3	6	MATH 1210 + 1 elective credit
Calculus BC	4-5	8	MATH 1210 + MATH 1220
Chemistry	3-5	6	CHEM 1010 + 3 elective credits
Computer Science A	3-5	3	3 elective credits
Computer Science B	3-5	3	CS 1010
English Language	3-5	6	ENGL 1010 + 3 elective credits
English Literature	3-5	6	ENGL 1010 + ENGL 2200
European History	3-5	6	HIST 1100 + HIST 1110
French Language	3-5	8	FREN 1010 + 1020
German Language	3-5	8	GERM 1010 + 1020
Government & Politics: Comparative	3-5	3	POLS 1100
Government & Politics: U.S.	3-5	3	POLS 1100
Human Geography	3-5	3	3 elective credits
Macroeconomics	3-5	4	ECON 2010 + 1 elective credit

Macroeconomics	3-5	4	ECON 2020 + 1 elective credit
Music Theory	3-5	6	MUSC 1110 + MUSC 1120
Physics B	3	6	PHYS 1010 + 3 elective credits
Physics B	4-5	8	PHYS 2010 + PHYS 2020
Physics C: Electricity & Magnetism	3	3	PHYS 1010
Physics C: Electricity & Magnetism	4	4	PHYS 2010
Physics C: Electricity & Magnetism	5	4	PHYS 2220
Physics C Mechanics	3	3	PHYS 1010
Physics C Mechanics	4	4	PHYS 2010
Physics C Mechanics	5	4	PHYS 2210
Psychology	3-5	3	PSYC 1010
Spanish Language	3-5	8	SPAN 1010 + SPAN 1020
Spanish Literature	3-5	8	SPAN 1010 + SPAN 1020
Statistics	3-5	3	STAT 2040 or MATH 1040
Studio Art: Drawing	3-5	6	ART 1110 + 3 elective credits
Studio Art: 2D Design	3-5	3-6	3-6 elective credits w/ portfolio
Studio Art: 3D Design	3-5	3-6	3-6 elective credits w/ portfolio
U.S. History	3-5	6	HIST 1700 + 3 elective credits
World History	3-5	3	HIST 1100

CLEP Credit is awarded based on proficiency demonstrated by a CLEP exam score. A student will receive ungraded course credit, which may fulfill General Education requirements or provide elective credits, using the following procedures and guidelines:

- If a particular General Education course has already been completed, that course’s credit will be subtracted from the CLEP credit allowed.
- After a CLEP exam is taken, the exam score is assessed and ungraded credit is granted according to statewide and departmental agreements and DSC policy.
- This credit is posted to the student’s transcript when AP test results are submitted to the Registrar’s Office with a receipt from the Cashier’s Office for the posting fee.
- If a student has ever enrolled in a course, a CLEP exam will not be accepted for that course.

The minimum level of CLEP test proficiency for credit at Dixie State College is as follows:

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CLEP Test	Total Score	Credit	DSC Credit Awarded
American Government	50 or higher	3	POLS 1100
Analyzing & Interpreting Literature (w/essay)	50 or higher	3	ENGL 2200
Biology	50 or higher	3	BIOL 1010
Calculus	50 or higher	3	MATH 1030
Chemistry	50 or higher	3	CHEM 1010
College Algebra	50 or higher	3	MATH 1030
College Composition	50 or higher	3	ENGL 1010
Financial Accounting	50 or higher	3	ACCT 2010
History of the US to 1877	50 or higher	3	HIST 2700
History of the US 1865 to present	50 or higher	3	HIST 2710
Human Growth & Development	50 or higher	3	FCS 150E*
Humanities	50 or higher	6	HUM 1010 and ART 1010
Introductory Business Law	50 or higher	3	MGMT 2050
Introductory Psychology	50 or higher	3	PSY 101E*
Introductory Sociology	50 or higher	3	SOC 101E*
Precalculus	50 or higher	3	MATH 1030
Principles of Management	50 or higher	3	MGMT 2620
Principles of Macroeconomics	50 or higher	3	ECON 2020
Principles of Marketing	50 or higher	3	MKTG 2550
Principles of Microeconomics	50 or higher	3	ECON 2010
Western Civilization I	50 or higher	3	HIST 1100
Western Civilization II	50 or higher	3	HIST 1110

*Course numbers ending in E do not fulfill a General Education Global & Cultural Perspectives requirement.

International Baccalaureate diplomas and exams are recognized by DSC under the following conditions:

- Students completing the IB diploma shall be awarded 30 college credits, including fulfillment of General Education requirements other than American Institutions, English, and Mathematics.
- Students completing the IB diploma may also have the General Education requirement(s) in American Institutions,

English, and Mathematics waived based on scores of 5, 6, or 7 on the Higher Level (HL) exams. No additional credit shall be awarded.

- Students not completing the IB diploma may be awarded a maximum of 30 semester hours of credit based on scores of 5, 6, or 7 on individual HL exams, including fulfillment of applicable General Education requirements.
- The English exam does not completely fulfill the DSC General Education requirement for English.
- Credit for Standard Level (SL) exams is only awarded in Computer Science.
- Credit will only be awarded for one Mathematics HL exam.
- A posting fee may be assessed for credit awarded.

Credit is awarded for International Baccalaureate tests as follows:

IBO Test	Score	Credits	DSC Credit Awarded
Biology	5-7HL	6	BIOL 1010 + 3 elective credits
Business & Management	5-7HL	6	BUS 1010 + MKTG 2550
Chemistry	5-7HL	6	CHEM 1010 + 3 elective credits
Computer Science	4-7 HL or SL	6	CS 1010 + 3 elective credits
Economics	5-7HL	6	ECON 2010 + ECON 2020
English A1	5-7HL	6	ENGL 1010 + ENGL 2200
French B	5-7HL	8	FREN 1010 + FREN 1020
Geography	5-7HL	6	GEOG 1000
German	5-7HL	6	GERM 1010 + GERM 1020
History - American	5-7HL	6	HIST 2700 + HISY 2710
History - European	5-7HL	6	HIST 1100 + HISY 1110
Mathematics	5-7HL	6	MATH 1210 + 1 elective credit
Further Mathematics	5-7HL	6	MATH 1210 + 1 elective credit
Music	5-7HL	3	MUSC 1010
Philosophy	5-7HL	3	PHIL 1000
Physics	5-7HL	8	PHYS 2010 + PHYS 2210
Psychology	5-7HL	3	PSY 1010
Social & Cultural Anthropology	5-7HL	3	ANTH 1000
Spanish	5-7HL	8	SPAN 1010 + SPAN 1020
Theatre Arts	5-7HL	3	THEA 1013
Visual Arts	5-7HL	3	ART 1010

FLATS Credit. Up to 12 credits in a foreign language are awarded to students who pass the BYU Foreign Language Achievement Testing Services (FLATS) in an approved language, using the following procedures and guidelines:

- Students must be enrolled as matriculated DSC students.
- A posting fee is required.
- Credits receive a grade of “P” (Pass).

Vertical Credit is only given to advanced foreign language students and is not available for other types of classes. After passing an advanced foreign language class with a C grade or higher, up to sixteen (16) credits of vertical credit may be received for the courses that are preparatory to the advanced class using the following procedures and guidelines:

- The Registrar’s Office is presented a written memo of proficiency signed by the department chair and the instructor who taught the advanced class.
- A posting fee is paid at the Cashier’s Office, and the receipt is presented to the Registrar’s Office.
- After the above steps are completed, ungraded elective or General Education foreign language credit is received for the preparatory foreign language course(s).

Military Credit

To determine if military credit may be awarded, veterans send DD 214 (Member 4 Copy) discharge paper and official military transcripts to Dixie State College Veterans Coordinator in the Registrar’s Office: leaphart@dixie.edu, (435) 652-7699, address listed above. Military course credit may be accepted based on ACE recommendations from the Guide to the Evaluation of Education Experiences in the Armed Services and review by the academic department. Credit will be awarded for Military Occupational Specialty (MOS) Codes only when they directly correlate with a Dixie State College course. Scores for military credit are not included in any GPA calculation.

Testing Out of a Class

If a student is registered in a class, with instructor approval s/he may test out of the class, stay on the roll, and receive a letter grade submitted by the instructor at the end of the term on the regular grade report. Test-out credit will not count toward the credit by examination limit.

Final Exams

The Final Exam period for each semester is posted in the semester schedule. Permission to take an early final examination can only be granted by the appropriate Dean or his/her designee, and with the instructor’s approval. Students must have valid reasons for the request. Students are strongly discouraged from requesting early final exams.

Repeatable for Credit Courses

Each “repeatable for credit” course has an individual limit on how many times a student may repeat the class for credit and/or how many credits a student may accrue in that class, which is listed in the course description. The total maximum for all **repeatable for credit, internship, co-op, independent study, and activity courses** that can be counted toward graduation requirements is as follows:

Associate’s degrees:

- 12 credits co-op.
- 15 credits total of co-op, internships, and independent study combined.
- 12 credits repeatable for credit.
- 20 credits total of co-op, internships, independent study, repeatable for credit, and activity courses combined.

Bachelor’s degrees:

- 12 credits co-op.
- 15 credits total of co-op, internships, and independent study combined.
- 24 credits repeatable for credit.
- 32 credits total of co-op, internships, independent study, repeatable for credit, and activity courses combined.

Private Music lessons for Music majors are repeatable for credit but will not be included in graduation restrictions for students applying for a MUSIC baccalaureate degree.

Internships, Independent Study, Cooperative Work Experience Courses

- A total of 15 credits allowed toward degree requirements.
- Cooperative Work Experience classes limited to 12 credits for any degree (These courses are marked with an asterisk.).
- *Non-co-op courses are listed in italics.*

Course Number	Course Title	Credits	Total Repeats	Max Credit
*ACCT 1800	Accounting Work Experience	1 – 3	Var.	12 total
*ACCT 1810	Accounting Work Experience	1 – 3	Var.	12 total
*ACCT 1820	Accounting Work Experience	1 – 3	Var.	12 total
<i>ACCT 3600</i>	<i>Accounting Practicum</i>	3	<i>NO</i>	3
<i>ACCT 4890</i>	<i>Accounting Internship I</i>	1 – 3	<i>No.</i>	3
<i>ACCT 4891</i>	<i>Accounting Internship II</i>	1 – 3	<i>No.</i>	3
*ART 1800	Art Work Experience	1 – 3	Var.	12 total
*ART 1810	Art Work Experience	1 – 3	Var.	12 total
*ART 1820	Art Work Experience	1 – 3	Var.	12 total
<i>ART 4950</i>	<i>Art Internship</i>	1 – 3	<i>Var.</i>	6
*AUTO 1800	Automotive Work Experience	1 – 3	Var.	12 total
*AUTO 1810	Automotive Work Experience	1 – 3	Var.	12 total
*AUTO 1820	Automotive Work Experience	1 – 3	Var.	12 total
<i>AVIA 4200</i>	<i>Aviation Internship</i>	1 – 3	<i>Var.</i>	6
*BIOL 1800	Biology Work Experience	1 – 3	Var.	12 total
*BIOL 1810	Biology Work Experience	1 – 3	Var.	12 total
*BIOL 1820	Biology Work Experience	1 – 3	Var.	12 total
<i>BIOL 1910</i>	<i>Life Science Internship I</i>	1 – 8	<i>Var.</i>	8
<i>BIOL 1910</i>	<i>Life Science Internship II</i>	1 – 8	<i>Var.</i>	8
<i>BIOL 1910</i>	<i>Life Science Internship III</i>	1 – 8	<i>Var.</i>	8
<i>BIOL 1910</i>	<i>Life Science Internship IV</i>	1 – 8	<i>Var.</i>	8
<i>BIOL 4810</i>	<i>Independent Research</i>	1 – 4	<i>Var.</i>	4
<i>BIOL 4820</i>	<i>Independent Research</i>	1 – 4	<i>Var.</i>	4
<i>BIOL 4830</i>	<i>Summer Independent Problems</i>	1 – 4	<i>Var.</i>	4
<i>BIOL 4890</i>	<i>Life Science Internship I</i>	1 – 8	<i>Var.</i>	8
<i>BIOL 4891</i>	<i>Life Science Internship II</i>	1 – 8	<i>Var.</i>	8
<i>BIOL 4930</i>	<i>Senior Thesis</i>	1 – 4	<i>Var.</i>	4
*BUS 1800	Business Work Experience	1 – 3	Var.	12 total
*BUS 1810	Business Work Experience	1 – 3	Var.	12 total
*BUS 1820	Business Work Experience	1 – 3	Var.	12 total
*CIS 1800	Computer Information Work Experience	1 – 3	Var.	12 total
*CIS 1810	Computer Information Work Experience	1 – 3	Var.	12 total
*CIS 1820	Computer Information Work Experience	1 – 3	Var.	12 total
*CJ 1800	Criminal Justice Work Experience	1 – 3	Var.	12 total
*CJ 1810	Criminal Justice Work Experience	1 – 3	Var.	12 total
*CJ 1820	Criminal Justice Work Experience	1 – 3	Var.	12 total
*COMM 1800	Communications Work Experience	1 – 3	Var.	12 total
*COMM 1810	Communications Work Experience	1 – 3	Var.	12 total
*COMM 1820	Communications Work Experience	1 – 3	Var.	12 total
<i>COMM 4890</i>	<i>Directed Study</i>	3	<i>No</i>	3
<i>COMM 4950</i>	<i>Communication Internship.</i>	2	2	6
COOP 1800	Cooperative Work Experience	1 – 3	Var.	12 total

COOP 1800	Cooperative Work Experience	1 – 3	Var.	12 total
COOP 1800	Cooperative Work Experience	1 – 3	Var.	12 total
*DHYG 1800	Dental Hygiene Work Experience	1 – 3	Var.	12 total
*DHYG 1810	Dental Hygiene Work Experience	1 – 3	Var.	12 total
*DHYG 1820	Dental Hygiene Work Experience	1 – 3	Var.	12 total
*EDUC 1800	Education Work Experience	1 – 3	Var.	12 total
*EDUC 1810	Education Work Experience	1 – 3	Var.	12 total
*EDUC 1820	Education Work Experience	1 – 3	Var.	12 total
*EDUC 4950	<i>Internship Teaching I</i>	3	No	12 total
*EDUC 4950	<i>Internship Teaching II</i>	3	No	12 total
*ENGL 1800	English Work Experience	1 – 3	Var.	12 total
*ENGL 1810	English Work Experience	1 – 3	Var.	12 total
*ENGL 1820	English Work Experience	1 – 3	Var.	12 total
ENGL 4890	<i>English Internship</i>	1 – 3	Var.	6
*ENGR 1800	Engineering Work Experience	1 – 3	Var.	12 total
*ENGR 1810	Engineering Work Experience	1 – 3	Var.	12 total
*ENGR 1820	Engineering Work Experience	1 – 3	Var.	12 total
*FCS 1800	FCS Work Experience	1 – 3	Var.	12 total
*FCS 1810	FCS Work Experience	1 – 3	Var.	12 total
*FCS 1820	FCS Work Experience	1 – 3	Var.	12 total
FCS 2880	<i>Practicum in Early Childhood</i>	2 – 4	Var.	4
*GCOM 1800	Graphic Arts Work Experience	1 – 3	Var.	12 total
*GCOM 1810	Graphic Arts Work Experience	1 – 3	Var.	12 total
*GCOM 1820	Graphic Arts Work Experience	1 – 3	Var.	12 total
*HLOC 1800	Health Occupations Work Experience	1 – 3	Var.	12 total
*HLOC 1810	Health Occupations Work Experience	1 – 3	Var.	12 total
*HLOC 1820	Health Occupations Work Experience	1 – 3	Var.	12 total
INTS 4890	<i>Independent Study</i>	1 – 3	Var.	6
*MATH 1800	Mathematics Work Experience	1 – 3	Var.	12 total
*MATH 1810	Mathematics Work Experience	1 – 3	Var.	12 total
*MATH 1820	Mathematics Work Experience	1 – 3	Var.	12 total
*MGMT 1800	Management Work Experience	1 – 3	Var.	12 total
*MGMT 1810	Management Work Experience	1 – 3	Var.	12 total
*MGMT 1820	Management Work Experience	1 – 3	Var.	12 total
MGMT 4200	<i>Business Internship I</i>	1 – 3	No.	3
MGMT 4210	<i>Business Internship II</i>	1 – 3	No.	3
MGMT 4900	<i>Independent Research I</i>	1 – 3	Var.	3
MGMT 4910	<i>Independent Research II</i>	1 – 3	Var.	3
*MKTG 1800	Marketing Work Experience	1 – 3	Var.	12 total
*MKTG 1810	Marketing Work Experience	1 – 3	Var.	12 total
*MKTG 1820	Marketing Work Experience	1 – 3	Var.	12 total
MUSC 4892	<i>Independent Study</i>	1 – 3	Var.	6
*NURS 1800	Nursing Work Experience	1 – 3	Var.	12 total
*NURS 1810	Nursing Work Experience	1 – 3	Var.	12 total
*NURS 1820	Nursing Work Experience	1 – 3	Var.	12 total
*PEHR 1970	PE Work Experience	1 – 3	Var.	12 total

REGISTRATION

*PEHR 1971	PE Work Experience	1 – 3	Var.	12 total
*PEHR 1972	PE Work Experience	1 – 3	Var.	12 total
*POLS 1800	Political Science Work Experience	1 – 3	Var.	12 total
*POLS 1810	Political Science Work Experience	1 – 3	Var.	12 total
*POLS 1820	Political Science Work Experience	1 – 3	Var.	12 total
*PSY 1800	Psychology Work Experience	1 – 3	Var.	12 total
*PSY 1810	Psychology Work Experience	1 – 3	Var.	12 total
*PSY 1820	Psychology Work Experience	1 – 3	Var.	12 total
<i>PSY 4800</i>	<i>Psychology Practicum</i>	<i>1 – 3</i>	<i>Var.</i>	<i>3</i>
*SOC 1800	Sociology Work Experience	1 – 3	Var.	12 total
*SOC 1810	Sociology Work Experience	1 – 3	Var.	12 total
*SOC 1820	Sociology Work Experience	1 – 3	Var.	12 total
*THEA 1800	Theatre Work Experience	1 – 3	Var.	12 total
*THEA 1810	Theatre Work Experience	1 – 3	Var.	12 total
*THEA 1820	Theatre Work Experience	1 – 3	Var.	12 total
<i>THEA 2093</i>	<i>Theatre Internship I</i>	<i>1 – 4</i>	<i>Var.</i>	<i>4</i>
<i>THEA 4093</i>	<i>Theatre Internship II</i>	<i>1 – 4</i>	<i>Var.</i>	<i>4</i>
<i>THEA 4890</i>	<i>Independent Study</i>	<i>1 – 3</i>	<i>Var.</i>	<i>6</i>
*TRAV 1800	Travel Work Experience	1 – 3	Var.	12 total
*TRAV 1810	Travel Work Experience	1 – 3	Var.	12 total
*TRAV 1820	Travel Work Experience	1 – 3	Var.	12 total
<i>VT 4900</i>	<i>Independent Research</i>	<i>1 – 3</i>	<i>Var.</i>	<i>6</i>
<i>VT 4920</i>	<i>Internship</i>	<i>1 – 3</i>	<i>Var.</i>	<i>6</i>

Activity Courses

MILS 1202	Military Fitness I	1	No	
MILS 1212	Military Fitness II	1	No	
MILS 4250	Ranger Preparation	2	No	
PEHR 1010	Aerobic Dynamics	1	No	
PEHR 1020	Step Workout	1	No	
PEHR 1057	Kundalini Yoga	1	No	
PEHR 1058	Intermediate Kundalini Yoga	1	No	
PEHR 1067	Introduction to Triathlon Training	1	No	
PEHR 1085	Weight Training	1	No	
PEHR 1088	Fitness Center I	1	Yes	8
PEHR 1100	Beginning Tennis	1	No	
PEHR 1101	Intermediate Tennis	1	No	
PEHR 1110	Racquetball	1	No	
PEHR 1111	Intermediate Racquetball	1	No	
PEHR 1130	Beginning Golf	1	No	
PEHR 1131	Intermediate Golf	1	No	
PEHR 1145	Bowling	1	No	
PEHR 1146	Intermediate Bowling	1	No	
PEHR 1200	Basketball	1	No	
PEHR 1201	Intermediate Basketball	1	No	

PEHR 1210	Volleyball	1	No	
PEHR 1211	Intermediate Volleyball	1	No	
PEHR 1225	Softball	1	No	
PEHR 1230	Soccer	1	No	
PEHR 1231	Intermediate Soccer	1	No	
PEHR 1287	Intercollegiate Men's Soccer	1	Yes	5
PEHR 1288	Intercollegiate Women's Cross Country	1	Yes	5
PEHR 1289	Intercollegiate Men's Cross Country	1	Yes	5
PEHR 1290	Intercollegiate Men's Football	1	Yes	5
PEHR 1291	Intercollegiate Women's Volleyball	1	Yes	5
PEHR 1292	Intercollegiate Women's Soccer	1	Yes	5
PEHR 1293	Intercollegiate Men's Basketball	1	Yes	5
PEHR 1294	Intercollegiate Women's Basketball	1	Yes	5
PEHR 1295	Intercollegiate Men's Golf	1	Yes	5
PEHR 1296	Intercollegiate Men's Baseball	1	Yes	5
PEHR 1297	Intercollegiate Women's Softball	1	Yes	5
PEHR 1298	Intercollegiate Women's Tennis	1	Yes	5
PEHR 1300	Beginning Swimming	1	No	
PEHR 1301	Intermediate Swimming	1	No	
PEHR 1315	Water Aerobics	1	No	
PEHR 1340	Lifeguarding	2	No	
PEHR 1350	SCUBA Diving	1	No	
PEHR 1355	SCUBA Diving Lab	1	No	
PEHR 1410	Tai Chi	1	No	
PEHR 1450	Chinese Kung Fu	1	No	
PEHR 1510	Freshwater Fishing	1	No	
PEHR 1527	Introduction to Climbing	1	No	
PEHR 1530	Primitive Survival Skills	1	No	
PEHR 1535	Backpacking	1	No	
PEHR 1540	Outdoor Recreation Survey	1	No	
PEHR 1545	Outdoor Cooking	1	No	
PEHR 1550	Mountain Biking	1	No	
PEHR 1551	Intermediate Mountain Biking	1	No	
PEHR 1575	Rodea Rules & Conditioning	1	Yes	4
PEHR 1730	Adaptive PE	1	Yes	2
PEHR 1790	Weight Training for Women	1	No	
PEHR 1850	Spec Performance Cheerleading	1	Yes	5
PEHR 1860	Dixie Dance Team	1	Yes	5

Transcripts

A transcript is the official record of a student's academic performance. The contents of a transcript may not be altered except as set forth in specific College policies.

- **Unofficial** transcripts, beginning with the academic year 1986-1987, are available online at no cost. Unofficial transcripts for all academic years are available in person at the Registrar's Office. Photo identification is required, and a fee is required for a printed unofficial transcript.
- **Official** transcripts can be requested online, in writing, and by fax on the appropriate forms or in person with photo identification at the Registrar's Office. Official transcripts are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Parents, spouse, friends, other students, etc., may not pick up a copy of the transcript without written consent from the student. In order to receive an official transcript by any means, all financial obligations to the College must be cleared. A fee is required for an official transcript.

To order an official transcript online:

1. Login to Student Services at <http://www.dixie.edu>.
2. Navigate to Student & Financial Aid > Student Records > Order Official Transcripts
3. Complete form and pay fee online.

Note: If you attended **prior** to 1986 and would like to order an official transcript online, go to the National Student Clearinghouse Transcript Ordering center at <http://getmytranscript.com>. Select Dixie State College of Utah, complete form, and pay fee.

To order an official transcript by mail or FAX:

1. Print off transcript form from college website, under Registrar's Office. Send complete information to the address or FAX number listed below.
2. Or, send a written request which must include the following:
 - a. Name (including names under which you were enrolled if different than current)
 - b. DSC ID or Social Security Number
 - c. Date of birth
 - d. Years attended DSC
 - e. Telephone number
 - f. Email address
 - g. Mailing address or FAX number where transcript is to be sent. *Most institutions do not consider a transcript delivered by FAX as an official transcript.*
 - h. Student signature
 - i. Fee payment by check / money order (if request is sent by mail) or credit card number with expiration date.

Mailing Address: Dixie State College of Utah

ATTN: Registrar's Office
225 South 700 East
St. George UT 84770

FAX number: (435) 656-4005

To order an official transcript in person at the Registrar's Office (205 Whitehead Student Services Center):

1. Pay required fee at Cashier's Office.
2. Present photo identification at Registrar's Office.

Further transcript information can be obtained at <http://www.dixie.edu> > Current Students > Registrar's office or by calling (435) 652-7708.

Confidentiality of Records (FERPA)

Dixie State College of Utah complies with the Family Education and Privacy Act of 1974 (FERPA) which mandates that information contained in a student's education record must be kept confidential and only released on a need-to-know basis, and that such access be limited to job-related, legitimate educational interests. The information contained in a student's record may not be released to a third party without that student's written consent. A student has the right to place restrictions on his/her directory information. To place a restriction or hold on student records, a student must fill out the appropriate paperwork at the Registrar's Office. The paperwork must be filled out annually for the restriction to continue. Dixie State College may provide Directory Information in accordance with the provision of FERPA. Directory information at Dixie State College of Utah:

- Full name
- Local and permanent address
- Email address
- Telephone number
- Date of birth
- Residency status
- Enrollment status (full/part-time)
- Major field of study
- Dates of attendance
- Degrees and awards received
- Previous school(s) attended
- Academic level
- Photographs
- Participation in officially recognized activities and sports
- Height and weight (if a member of an athletic team)

Catalog Rights

A student who maintains continuous enrollment at Dixie State College has the right to apply for graduation under the General Education and degree requirements listed in the catalog under which s/he first enrolled, under the following conditions:

1. Continuous enrollment is defined as completion of at least one credit bearing course each academic year.
2. Catalog rights do not extend more than four (4) years for an associate degree and seven (7) years for a bachelor's degree from date of first enrollment.
3. If a student changes a major or emphasis to a program that was not in the catalog for which s/he has catalog rights, the graduation, General Education, and program requirements in effect at the time of matriculation into the new program apply to the student.
4. A student may choose to forfeit catalog rights and apply for graduation under the catalog current at the time of graduation.
5. A student must fulfill all requirements (graduation, degree, General Education, and program) from the same catalog.