SPRING 2010 INSTRUCTIONS FOR PROCESSING AN ADD, DROP, OR LATE ENROLLMENT

Enrolling or adding: If a course section is CLOSED or RESTRICTED a separate & additional electronic permission is needed just for that course. All new degree-bound undergraduates; continuing undergraduate students in Engineering, Business, and the School of Art; all freshmen and Sophomores in Health Professions, AND deciding students in Liberal Arts & Sciences, MUST obtain electronic permission from their college before enrolling.

NCAA student athletes, team managers, and student athletic trainers must obtain approval from BOTH their college advisor AND the Athletic Dept. Student Services office for any drops, adds, or enrollment once classes begin.

The schedule below is mainly for full semester courses-

UNDERGRADUATE STUDENTS:

DROP/ADD Jan 4 - Jan 25---------

All STUDENTS: Adding and late enrollment are only available on-line for the first week of classes.

Dropping is available through the tenth week (April 5) of the semester

LATE ENROLLMENT

Tuesday through Monday

Jan 19 - Jan 25

Adds or late enrollments after the first week must be processed at the Registration Office in Jardine Hall, after any required approvals have been obtained.

Mon Jan 25 ---- Last day to drop a full semester course and not be financially obligated to pay for it.

SECOND WEEK OF CLASSES

Jan 26 - Feb 2

Adds or late enrollments require (EACH) instructor’s signature on the appropriate form-Registration Worksheet or Add form.

(BA, EN, ART MAJORS, HP freshmen, Sophomores & LA undeclared majors (A10U): students must ALSO have electronic permission from their college before enrolling late.)

THIRD WEEK THROUGH END OF CLASSES

Feb 3 - May 10

All COLLEGES: Adds or late enrollments require (EACH) instructor’s signature AND approval of an exception by the student’s college via a special approval stamp affixed to the form and dated/initialed by a college official.

GRADUATE STUDENTS(Grad School):

LATE ADDS OR LATE ENROLLMENTS IN GRAD. CREDIT COURSES NEED NO APPROVAL UNTIL AFTER FEB 15, THEN DEPARTMENTAL AND THE GRADUATE DEAN’S APPROVAL ARE REQUIRED.

NOTE: Enrollment of Graduate Students in Undergraduate Credit Courses may require instructor’s approval beginning Jan 26.