

POLICIES CONCERNING UNDERGRADUATE REGISTRATION CHANGES (DROP/ADD) – SPRING 2012

<u>Action</u>	<u>Petition Faculty EC?</u>	<u>Late Fee</u>	<u>Signatures Required</u>
INITIAL: two-day drop/add period (before 11:59 p.m. Tue. April 24) – through WebAdvisor			
change of four-credit course	no	-	no signatures – through WebAdvisor
drops, adds (1-credit course only)	no	-	no signatures – through WebAdvisor
drops, adds (100- & 200-level PE)	no	-	no signatures – through WebAdvisor
Spring Option declaration	no	-	paper declaration required by 4:30 pm
Students unregistered or with unapproved course loads below 4 credits after the 2 nd day of the term are <i>withdrawn</i> retroactive to the beginning of the term.			

LATE: through end of 1st week (before 4:30 p.m. Fri. April 27) – paper drop/add form

drops, adds (1-credit course only)	no	\$100	all instructor(s), adviser, dean
drops, adds (100- & 200-level PE)	no	\$100	P.E. office, dean
drops, adds (<i>4-credit courses may not be changed at this point and Spring Option may not be declared. See academic dean if extenuating circumstance</i>)	no	\$100	all instructor(s), adviser, dean

LATE: after 1st week (after 4:30 p.m. Fri. April 27 to 4:30 p.m. Fri. May 4) – paper drop/add (drop with record-W grade on all dropped courses)

drops, adds	yes	\$100	all instructor(s), adviser, Faculty EC
-------------	-----	-------	--

LATE: after 2nd week (after 4:30 p.m. Fri. May 4) – paper drop/add (WP/WF grades on all dropped courses)

drops, adds	yes	\$100	all instructor(s), adviser, Faculty EC
-------------	-----	-------	--

after the last day of exams of any term (WP/WF grades on all dropped courses) – paper drop/add

any registration change	yes	\$200	all instructor(s), adviser, Faculty EC
-------------------------	-----	-------	--

Miscellaneous Policies

- *minimum full-time course load is 4 credits, maximum load is 5 credits and no overloads or underloads are permitted*
- *students may take only one activity other than the four-credit academic course and it must not interfere with any obligations to their academic course. This additional activity may be one of the following: 1.) a one-credit course, or 2.) a single physical education skills course.*
- *no late charges during the same term for circumstances beyond student's control (medical or departmental convenience changes after appropriate Faculty EC action)*
- *section switches during the same term after the initial drop/add (1st week) require only appropriate instructor approvals and charge (no Faculty EC action or adviser or dean signature necessary)*
- *when a class with an associated non-credit lab or tutorial has been dropped, the corequisite section may be dropped without penalty by the student within the first two weeks (no signatures or fee required)*
- *no pass-fail grading option during spring term*