

## Registration Changes

Refer to the Academic Calendar on page 1 for specific deadlines. Add/drop, withdrawal, credit/no credit, and audit deadlines for courses other than semester-length will be determined according to the refund policy listed on page 14. Students are expected to register only for course sections which they plan to attend and to complete all courses for which they register.

If a change in a student's class schedule becomes necessary, semester-length courses may be changed as follows:

<u>Desired Change</u>	<u>Week 1 of Semester</u>	<u>Week 2 of Semester</u>	<u>After Week 12 of Semester</u>
<b>ADD</b>	Add form filed with Office of Records.	<b>Faculty signature required.</b> Add form filed with Office of Records.	Not permitted.
	<u>Weeks 1-2 of Semester</u>	<u>Weeks 3-12 of Semester</u>	<u>After week 12 of Semester</u>
	(DROP)	(WITHDRAWAL)	(WITHDRAWAL)
<b>DROP OR WITHDRAWAL</b>	No faculty signature required. \$3 Fee per course. Drop form filed with Office of Records. Course does not appear on student's transcript.	<b>Faculty signature required.</b> \$3 Fee per course. Course will appear on student's transcript with a grade W. Form filed with Office of Records.	Not permitted.
	<u>Weeks 1 and 2 of Semester</u>	<u>Weeks 3 - 12 of Semester</u>	<u>After week 12 of Semester</u>
<b>TOTAL WITHDRAWAL FROM UNIVERSITY</b>	No faculty signature required. \$3 Fee per course. Courses will not appear on student's transcript. Drop form filed with Office of Records.	<b>Counselor signature required.</b> \$3 Fee per course. Courses will appear on student's transcript with a grade of W. Drop form filed with Office of Records.	Faculty and department notification requested. Courses will appear on student's transcript with a grade of W. Form filed with Office of Records.

## Change in Grading Option

The grading option for a course may be changed as follows:

<u>Desired Change</u>	<u>Weeks 1 and 2 of Semester</u>	<u>Weeks 3 - 12 of Semester</u>	<u>After week 12 of Semester</u>
<b>CREDIT/NO CREDIT</b>	\$3 Fee charged. Form filed with Office of Records.	Not permitted.	Not permitted.
<b>CREDIT TO AUDIT</b>	\$3 Fee charged. Form filed with Office of Records.	\$3 Fee charged. Form filed with Office of Records.	Not permitted
<b>AUDIT TO CREDIT</b>	\$3 Fee charged. Form filed with Office of Records.	Not permitted.	Not permitted.