

Registration Policy Change effective as of 11/12 Academic Year

We would like to alert you to a few key registration policies as you plan for the upcoming academic year. These policies aid in course planning for academic departments to give you the widest array of required and elective courses. Adhering to deadlines also helps give you the most efficient delivery of student services.

- Web registration opens and closes according to posted dates. After the posted web registration deadline, late fees are assessed. Register on time to avoid late fees!
- Three (3) weeks into each semester is the deadline to DROP courses (regardless of when the first class meeting occurs). After this deadline, you are financially liable for the tuition and no refund is available. (Doctoral-level students are excepted from this liability, since their tuition is charged per semester) In semester-long courses, anything dropped after this point will appear as a "Withdrawal" on your transcript.
- This 3-week deadline is also in effect for crediting of master's theses/ projects credits and the deposit of dissertations to allow for tuition refunds and the subsequent degree conferrals within the semester.
- You may ADD courses that occur later in the semester up until one week before the first class meeting. Adding courses means that you will incur additional tuition charges at that time and you will have to arrange to pay these extra charges before being formally registered for the added course. (Doctoral-level students are excepted from this liability, since their tuition is charged per semester)
- At each semester mid-point, there is a deadline to add practica / internship credits and to submit contracts for Supervised Independent Studies.

Keep in mind that every semester has an official start and end date which may be earlier than the start of your first class. Deadlines and mid-points are derived from the start date of the semester, not the start of individual class meetings. All pertinent dates are posted in the [Comprehensive Academic Calendar](#) for your reference.

Please take these deadlines into account as you plan for the summer, fall and spring of 2011-2012.