

## **Subject: Registration**

### **Initial Course Registration**

Students are responsible for identifying implications for their satisfactory academic progress and enrolment status at the University, including impact on financial aid, which results from any change in registration. Students may consult with Academic Advisors to better understand issues of registration and its impact.

Students are also responsible for verifying that all changes in registration are reflected in their official student record.

Students must be registered to participate in a class. Before registration, students should plan their program with their academic advisor.

### **Add-Drop Period**

The add/drop period is the first 10 days of the semester or the equivalent for summer terms. During the add/drop period, students may add or drop courses or change course sections, except when academic unit or teaching unit explicitly prohibits it, without penalty or notice on their transcript.

### **Drop or Withdraw from a Course**

Dropping a course results in no record of the course on the student's academic transcript. Withdrawing from a course results in a W recorded on the student's academic transcript. In both cases, the cumulative GPA is not affected.

### **Drop a Course**

Students may drop courses except for the last course, on the student portal before the tenth day of classes.

If a student wants to drop all courses before the end of add/drop period and does not enroll in any other courses, the student must contact advisor for a leave or separation from the University. Discontinuation of attendance at a class or notification to the instructor is not sufficient to constitute an official drop from all courses. Occupied University housing must be vacated promptly by students who drop all classes.

### **Withdraw from a Course**

After the end of add/drop period or the equivalent for the summer term, students may withdraw from a course up until the end of the tenth week of the semester or the equivalent for summer term by filling out Withdraw from a Course form and submitting it to the Office of Admissions and Student Records. Some additional restrictions on course withdrawals may apply to specific academic programs and international students. Additional restrictions may also apply to courses used to satisfy the University minimum requirements.

When students withdraw before the end of the tenth week of the semester or equivalent for other terms, a grade of “W” is entered for that course. Discontinuation of attendance at a class or notification to the instructor is not sufficient to constitute an official Withdrawal. The withdrawal policy may not apply if a student has been charged with a violation of the Honor Code or Student Code of Conduct.

A student may not withdraw from a course after the tenth week of class.

Students may withdraw from no more than three courses during their tenure at the University and no more than one course per semester.