THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

REGISTRATION AND SCHEDULE ADJUSTMENTS

Number 02.01.13
Division Academic Affairs
Date October, 2002

Purpose
To establish a policy and set of procedures governing the dates, priority, and parameters of registration, as well as the adjustment of student schedules after the beginning of an academic term.

Policy
UAH publishes dates for registration and schedule adjustment in the academic calendar for each term. Students are allowed to register based on a prioritization schedule and the student’s academic standing. Students are allowed to make unlimited changes to their schedules during the regular enrollment period preceding an academic term without assistance, and without seeking permission or approval. After the term begins, students requesting schedule adjustments must complete appropriate forms as defined in the following policy and procedures.

Procedures

Registration prior to a term:

A. Dates
Dates for the beginning of registration shall be determined by the Office of the Provost based upon the first day of classes for each term.

B. Priority order for registration
The following groups of students will be allowed to register on the first and second days of official registration (and on all subsequent days):

1. Seniors (students with 96 or more credit hours)
2. Student Athletes
3. Students currently active in the Honors College
4. Students with disabilities.
5. PASS Program Leaders and equivalent
6. Other groups may be granted priority upon approval by the Office of the Provost.
After that, students will be allowed to register in the following order:

Third and fourth days of official registration (and on all subsequent days): Juniors (students with 64-95 credit hours)

Fifth day of official registration (and on all subsequent days): Sophomores (students with 32-63 credit hours) and Freshmen (students with 0-31 credit hours).

Priority Registration will remain limited to returning students for two weeks. After that time, the period of Open Registration begins for incoming students (those admitted who have not previously enrolled at UAH). Incoming students must complete the mandatory orientation process prior to registration.

C. Regular Registration

Regular registration for all terms continues until classes begin for that term. After the first day of classes, students must use the Registration/Schedule Adjustment form to drop or add classes. The last day to add a class is the 5th day of the semester. The last day to drop classes is the 10th day of classes.

Schedule adjustments after the beginning of a term:

After the beginning of an academic term, students seeking to change their course schedules must follow the Schedule Adjustment Process. Schedule adjustments fall into five categories: Drop/Add, Late Addition, Credit/Audit, Withdrawal, Late Withdrawal, and Retroactive Withdrawal. The following definitions and procedures will govern the Schedule Adjustment Process.

A. Drop/Add

Through the fifth day of classes, a student may Drop or Add a course through the web-registration process, by meeting with their advisor, or by submitting a Registration/Schedule Adjustment form to Charger Central. Students should consult with their academic advisor and other university officials as indicated on the Registration Form for advice and approval before making any schedule changes.

To Add a class after the fifth day of classes students must submit the Registration/ Schedule Adjustment form with signatures from the instructor and the chair of the department that offers the course. A request to change a section after the deadline must be approved.
by the instructor of the new section and the chair of the department that offers the course.

Through the tenth day of classes students may Drop any or all courses from their schedule and receive a refund of tuition and fees associated with the dropped courses. Students should be advised to check the impact of dropping courses on things like financial aid, athletics eligibility, visa status, etc.

B. Late Addition

In rare circumstances a student may have a legitimate and substantial need to register, add a class or change a class section after the deadline (i.e., Last Day to Add a Class). Such actions require students to provide evidence of extenuating circumstances along with a written justification for such action. Instructor verification that a student has been attending class since the first day does not constitute a basis for late add; there must be other evidence of special circumstances which caused the student to fail to register on time.

In these instances, the student will submit a petition to the Office of the Provost that clearly states the reason for the request along with appropriate documentation. The petition must include the Registration/Schedule Adjustment form, with recommendations (approval/non-approval) from the instructor and the chair of the department that offers the course. Upon approval by the Office of the Provost, the Office of the Registrar will process the request.

New international students who want to register after the deadline must obtain approval from the Director of Admissions, and the International Student Advisor, and in the case of graduate students, the Graduate Dean. Approvals for late registration for new international students will include the respective academic units.

A request for a schedule adjustment to change a section after the deadline does not require a petition to the Office of the Provost for approval. A student must obtain approval from the instructor of the new section and the chair of the department that offers the course. Upon approval by the appropriate dean/s, the Office of the Registrar will process the request.
C. Credit to Audit

A student is permitted to change a course from credit to audit through the fourth week of the semester. The instructor is not required to grade any written assignments that may be submitted by an auditing student. A student who elects to audit a course may not at any point after electing to audit, change to “for-credit”, i.e., graded status. Any student failing to follow established procedure for change to audit will continue to be enrolled in the class for credit and may receive a failing grade in that course.

D. Withdrawal

After the Drop/Add period and through the tenth week of class, a student may withdraw from any course by executing a withdrawal on the registration website, by meeting with their advisor, or by submitting a Registration/Schedule Adjustment form to Charger Central. No signatures or approvals are required for a Withdrawal, but students should consult with appropriate officials to determine the impact of withdrawing from a course on things like financial aid, athletics eligibility, visa status, etc.

E. Late Withdrawal

After the tenth week of classes, a student may request a Late Withdrawal from a course under extenuating circumstances and with the approval of the dean of the college in which the student is enrolled. Avoidance of an undesirable grade does not justify withdrawal. Students requesting a Late Withdrawal must submit the Late Withdrawal Form, along a written explanation of the extenuating circumstances and any appropriate documentation, to the Dean of Students for review. If the Dean of Students believes sufficient evidence exists to warrant a Late Withdrawal, the withdrawal request is forwarded to the Dean of the college in which the student is enrolled (minus personal documentation.) In addition, students participating in certain programs must secure approval or give adequate notification to the appropriate officers of these programs. It is the joint duty of these programs and the Office of the Registrar to insure that students participating in these programs are aware of any such requirements. Class non-attendance does not constitute withdrawal nor does notification to the instructor. Any student failing to follow the established procedure for withdrawal will continue to be enrolled in the class and may receive a failing grade in that course.
F. Retroactive Withdrawal

Undergraduate students may at times experience extraordinary problems during an academic semester. Within two years of having completed such a semester, a student may petition the Dean of Students to withdraw retroactively from ALL classes taken during that semester. A retroactive withdrawal is granted only under exceptional circumstances, such as extraordinary medical or personal problems. The petition should use the Retroactive Withdrawal form, and include clear and documented evidence whenever possible. The Dean of Students forwards the petition to the Associate Provost who approves or denies the request. If the Associate Provost grants a retroactive withdrawal, the grades for ALL courses taken during the semester in question will be changed to W's. Petitions for Retroactive Withdrawals are considered after final grades are posted. Students should be aware that retroactive withdrawals may have an impact on their ability to receive or retain financial aid and timely completion of their degree.

G. Medical Withdrawal

Students may at times experience medical hardships that prevent them from attending class and necessitate a withdrawal. Decisions on whether to award a Drop, Withdrawal, Refund, etc. must include sufficient documentation to justify the request. In such cases the student should contact the Dean of Students office for assistance.

Review

Academic Affairs will review the policy every five years or sooner as needed.

Approval

Chavez
Chief University Counsel

Provost and Executive Vice President for Academic Affairs

APPROVED:

President