

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
REGISTRATION AND SCHEDULE ADJUSTMENTS
INTERIM

<u>Number</u>	02.01.13
<u>Division</u>	Academic Affairs
<u>Date</u>	October, 2002
<u>Purpose</u>	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.
<u>Policy</u>	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.
<u>Procedures</u>	<i>Registration prior to a term:</i> 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. Exact dates for each academic term are posted on the Registrar's website and academic calendar. 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): <ol style="list-style-type: none">1. Seniors (students with 91 or more credit hours)2. Student Athletes3. Students currently active in the Honors College4. 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 61-90 credit hours)

Fifth day of official registration (and on all subsequent days): Sophomores (students with 31-60 credit hours).

Returning Freshmen (students with 0-30 credit hours) are allowed to register on the sixth business day of registration.

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), readmitted students, and students returning from academic dismissal.

C. Regular Registration

Regular registration for all terms continues until classes begin for that term. Deadlines for schedule adjustments are defined in the academic calendar.

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 seven categories: Drop/Add, Late Addition, Credit/Audit, Withdrawal, Late Withdrawal, Retroactive Withdrawal, and Medical Withdrawal. The following definitions and procedures will govern the Schedule Adjustment Process.

A. Drop/Add

After classes have begun, students should consult with their academic advisor and other university officials for advice and approval before making any schedule changes. Students are advised to check the impact of dropping courses on things like financial aid, athletics eligibility, visa status, etc.

Through the fifth day of a ten-week or fifteen-week semester, the third day of a seven-week semester, or second day of a six-week or shorter semester, a student may Add a course through the web-

registration process, by meeting with their advisor, or by submitting a Registration/Schedule Adjustment form to the Registrar's Office.

Through the tenth day of classes for a ten- or fifteen-week semester, seventh day of a seven-week semester, fifth day of a five-week semester, or third day of a three- or four-week semester, students may Drop any or all courses from their schedule and receive a refund of tuition and fees associated with the dropped courses.

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). In these instances the student must complete the Registration/Schedule Adjustment form, with recommendations (approval/non-approval) from the instructor and the chair of the department that offers the course. The Office of the Registrar will process the request once approvals are obtained.

New international students who want to register after the deadline must obtain approval from 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.

C. Credit to Audit

A student is permitted to change a course from credit to audit through the fourth week of a fifteen-week semester, the third week of a seven- or ten-week semester, and the second week of a five-week or shorter 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 a student may Withdraw from any course and receive a grade of W. The deadline for Withdrawal is the end of the tenth week of a fifteen-semester, end of the seventh-week of a ten-week session, the end of the fifth week of a seven-week

session, the end of the third week of a five-week semester, or the end of the second week of a semester shorter than five weeks.

Withdrawal is accomplished by either 1) executing a withdrawal on the registration website or 2) by submitting a Registration/Schedule Adjustment form to the Registrar's Office. No signatures or approvals are required for a Withdrawal, but students should consult with appropriate officials to determine the impact that withdrawing from a course may have on financial aid, athletics eligibility, visa status, etc.

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.

E. Late Withdrawal

After the Withdrawal period, 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) for consideration.

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 verifies the documentation and 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.

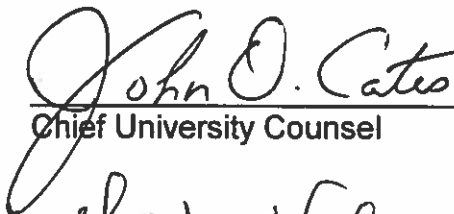
G. Medical Withdrawal

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



Chief University Counsel

5/12/2017



Provost and Executive Vice President for Academic Affairs

5/12/2017

APPROVED:



President

5/15/2017