

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## REGISTRATION AND SCHEDULE ADJUSTMENTS

<b><u>Number</u></b>	02.01.13
<b><u>Division</u></b>	Academic Affairs
<b><u>Date</u></b>	October 2002 - Revised March 8, 2023
<b><u>Purpose</u></b>	To establish a policy and set of procedures governing the dates, priority, and parameters of registration, as well as the adjustment of undergraduate and graduate student schedules after the beginning of an academic term.
<b><u>Policy</u></b>	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, unless there is a hold on their account. After the term begins, undergraduate and graduate students requesting schedule adjustments must complete appropriate forms as defined in the following procedures.
<b><u>Procedures</u></b>	<p><i>Registration prior to a term:</i></p> <p><b>A. Dates</b></p> <p>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.</p> <p><b>B. Priority order for registration</b></p> <p>The following groups of students will be allowed to register on the first and second days of official registration (and on all subsequent days):</p> <ol style="list-style-type: none"><li>1. Student Athletes</li><li>2. Students currently active in the Honors College</li><li>3. Students with a documented disability and for whom priority registration has been determined to be a reasonable accommodation by UAH Disability Services</li></ol>

4. Veterans with honorable discharge and active duty service members
5. 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:

Second day of official registration (and on all subsequent days): Seniors (Students with 91 or more credit hours)

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.

Graduate students are allowed to register beginning on the seventh 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), and readmitted students.

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

#### **A. Drop/Add**

After classes have begun, it is recommended that students 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, veterans, etc.

Through the sixth day of classes for a ten-week or fifteen-week semester, fourth day of a seven-week semester, or third day of a six-week or shorter semester, students may *Add* a course through the web-registration process, or by submitting a Registration/Schedule Adjustment form to the Registrar's Office.

Through the sixth day of classes for a ten- or fifteen-week semester, fourth day of a seven-week semester, third day of a six week or shorter semester, students may *Drop* any or all courses from their schedule and receive a refund of tuition and fees associated with the dropped courses.

In rare circumstances, students may encounter an administrative registration error. In these instances, the student should petition the Dean of Students for corrective action. The adjustments will require significant supporting documentation and will be addressed based on the individual circumstances.

## **B. Late Addition**

In rare circumstances, students 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 when approvals are obtained and received by the Registrar.

New international students who want to register after the deadline must obtain approval from the Office of International Services. Approvals for late registration for new international students will include the respective academic units.

For all graduate students, the respective academic unit must approve late registration.

## **C. Credit to Audit**

Students are 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. Students who elect 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 students may withdraw from any course and receive a grade of W. The deadline for Withdrawal is the last day of classes before the final exam period.

Withdrawal is accomplished by executing a withdrawal on the registration website. No signatures or approvals are required for a Withdrawal but students may wish to consult with appropriate officials to determine the impact that withdrawing from a course may have on financial aid, veterans, 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. Retroactive Withdrawal**

Students may at times experience extraordinary problems during an academic term. Within two years of having completed such a semester, an undergraduate student may petition the Dean of Students to withdraw retroactively from ALL classes taken during that term. With approval of the Dean of the Graduate School, graduate students may submit such a petition for courses dating back more than two years. A Retroactive Withdrawal is granted to currently enrolled UAH students only under exceptional circumstances and is only granted prior to graduation. The petition must use the Retroactive Withdrawal form and include clear and documented evidence whenever possible. The Dean of Students verifies the documentation and considers the petition. If the request is granted, the grades for ALL courses taken during the semester in question will be changed to Ws. 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.

#### **Review**

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