

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
REGISTRATION AND SCHEDULE ADJUSTMENTS

Number	02.01.13
Division	Academic Affairs
Date	October 2002 – Revised March 8, 2023, Revised May 18, 2026
Purpose	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.
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, 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.

Procedures

1. 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. Exact dates for each academic term are posted on the Registrar's website and academic calendar.

B. Priority Order for Registration

Students are allowed to register according to the schedule that follows.

- Day 1 of official registration (and on all subsequent days)
 - Graduate students
 - Priority seniors (students with 91 or more credit hours)
- Day 2 of official registration (and on all subsequent days)
 - Seniors (students with 91 or more credit hours)
 - Priority juniors (students with 61-90 credit hours)
- Day 3 of official registration (and on all subsequent days)
 - Juniors (students with 61-90 or more credit hours)
 - Priority sophomores (students with 31-60 credit hours)
- Day 4 of official registration (and on all subsequent days)
 - Sophomores (students with 31-60 or more credit hours)

- Priority freshmen (students with 0-30 credit hours)
- Day 5 of official registration (and on all subsequent days)
 - Freshmen (students with 0-30 or more credit hours)
 - Non-degree students

For spring: December 1 and all subsequent days

For fall: May 15 and all subsequent days

Admitted Students who have not previously enrolled at UAH and Readmitted Students.

Priority groups include the following:

1. Students with a documented disability and for whom priority registration has been determined to be reasonable accommodation by UAH Disability Support Services
2. Student athletes
3. Students currently active in the Honors College
4. Veterans with honorable discharge and active-duty service members
5. Other groups granted priority upon approval by the Office of Academic Affairs.

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.

2. 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 the categories presented below. The definitions and procedures within each category 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, veteran benefits, etc.

Through the sixth day of classes for a ten-week or fifteen-week term, fourth day of a seven-week term, or third day of a six-week or shorter term, students may *Add* a course through the web-registration process.

Through the sixth day of classes for a ten- or fifteen-week term, fourth day of a seven-week term, or third day of a six-week or shorter term, students may Drop any or all courses from their schedule through the

web registration process, with refund governed by policy 03.04.13 Tuition and Fee Refunds.

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 Late Add form, with recommendations (approval/non-approval) from the instructor and the chair of the department that offers the course. New international students who want to register after the deadline must also obtain approval from the Office of International Services. The Office of the Registrar will process the request when approvals are obtained and received by the Registrar.

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 term, and the second week of a six-week or shorter term. 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

A student contemplating withdrawal from a course is strongly encouraged to contact an academic advisor before changing the schedule, as changes can result in delayed graduation. Also, dropping below full-time status may impact insurance (health and auto), financial aid, scholarships, athletics eligibility, visa status, etc. (Full-time status is 12 credit hours for undergraduate students; full time for graduate students is 9 credit hours for the fall and spring terms and 6 credit hours for the summer.)

After the Drop/Add period, a student may withdraw from an individual course and receive a grade of W until the end of the tenth week of a fall or spring semester, the fourth week of a ten-week term, the third week of a seven-week term, or the second week of a term that is six weeks or shorter. After this period, students are expected to maintain

their course loads.

Withdrawal from individual courses is accomplished by executing a withdrawal on the registration website. No signatures or approvals are required for a Withdrawal, but students should consult with appropriate university officials to determine the impact that withdrawing from a course may have on financial aid, veterans, athletics eligibility, visa status, etc. as indicated at the beginning of this section.

Withdrawal from ALL courses requires submission of a Withdrawal Form that may be found on the Registrar's website.

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.

Refunds for Withdrawal are governed by policy 03.04.13 Tuition and Fee Refunds.

E. Retroactive Withdrawal

Students may at times experience extraordinary problems during an academic term. Within two years of having completed such a term, 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 granted only 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 term 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