

Enrollment Deadlines – Permissions & Procedures

FALL 2017 (1182)

Note: Deadlines Vary for Modular Courses

	DATE	PERMISSIONS	METHOD
LATE INITIAL ENROLLMENT Not enrolled in any courses and want to enroll in a course(s).	UGRD/PROF/GRAD 09/09/17 – 12/13/17 ----- USPC/UGSR/UGST 09/16/17 – 12/13/17	Instructor and Academic Dean (may need Advisor)	Web Enrollment or Course Change Request
ADD CLASS*	Appt Time – 09/15/17	None	Web Enrollment
(late)	09/16/17 – 11/03/17	Dept Permission Online	Web Enrollment
(late)	11/04/17 – 12/13/17	Instructor and Academic Dean	Course Change Request
DROP CLASS	Appt Time – 11/03/17	None	Web Enrollment
(late)	11/04/17 – 12/13/17	Academic Dean	Consult Academic Dean
CREDIT CHANGE (Audit/Variable credits)	UGRD/PROF/USPC Appt Time – 09/29/17 ----- GRAD Appt Time – 11/03/17	Audit = Instructor and Academic Dean Variable Credit = None	Course Change Request Web Enrollment
(late)	UGRD/PROF/USPC 09/30/17 – 12/13/17 ----- GRAD (Credit change only) 11/04/17 – 12/13/17	Instructor and Academic Dean	Course Change Request
UGRD ONLY - HONORS CHANGE (HIA-% Update)	Appt Time – 11/24/17	None	Web Enrollment
(late)	11/25/17 – 12/13/17	Instructor and Academic Dean	Course Change Request
UGRD ONLY - All other HONORS Changes (H-HON and !-HOP)	Appt time – 12/13/17	Instructor and Academic Dean	Course Change Request
SECTION CHANGE*	Appt Time – 09/15/17	None	Web Enrollment
(late)	09/16/17 – 12/13/17	Department/Instructor and Academic Dean	Course Change Request or Class Roster or Web Enrollment*
PASS/FAIL	UGRD/PROF/USPC 09/05/17 – 09/29/17 ----- GRAD 09/05/17 – 11/03/17	Academic Dean	Course Change Request

****Section Changes (within the same course) and Late Add to Class should be accomplished through Web Enrollment (with departmental online permission) 09/16/17 through 11/03/17. The DR/W Deadline Date is 09/13/17.***