

## Enrollment Deadlines – Permissions & Procedures

### SPRING 2017 (1174)

Note: Deadlines Vary for Modular Courses (Shorter than full term)

	DATE	PERMISSIONS	METHOD
LATE INITIAL ENROLLMENT Not enrolled in any courses and want to enroll in a course(s).	<b>UGRD/PROF/GRAD</b> 01/21/17 – 05/04/17 ----- <b>USPC/UGSR/UGST</b> 01/28/17 – 05/04/17	Instructor and Academic Dean (may need Advisor)	Web Enrollment or Course Change Request
ADD CLASS*	Appt Time – 01/27/17	None	Web Enrollment
(late)	01/28/17 – 03/17/17	Dept Permission Online	Web Enrollment
(late)	03/18/17 – 05/4/17	Instructor and Academic Dean	Course Change Request
DROP CLASS	Appt Time – 03/17/17	None	Web Enrollment
(late)	03/18/17 – 05/04/17	Academic Dean ----- <b>GRAD</b> – Advisor, Instructor and Academic Dean	Consult Academic Dean ----- Course Change Request
CREDIT CHANGE (Audit/Variable credits)	<b>UGRD/PROF/USPC</b> Appt Time – 02/10/17 ----- <b>GRAD</b> Appt Time – 03/17/17	Audit = Instructor and Academic Dean Variable Credit = None	Course Change Request  Web Enrollment
(late)	<b>UGRD/PROF/USPC</b> 02/11/17 – 05/04/17 ----- <b>GRAD</b> 03/17/17 – 05/04/17	Instructor and Academic Dean	Course Change Request
<b>UGRD ONLY - HONORS CHANGE (HIA-% Update)</b>	Appt Time – 04/14/17	None	Web Enrollment
(late)	04/15/17 – 05/04/17	Instructor and Academic Dean	Course Change Request
<b>UGRD ONLY - All other HONORS Changes (H-HON and !-HOP)</b>	Appt time – 05/04/17	Instructor and Academic Dean	Course Change Request
SECTION CHANGE*	Appt Time – 01/25/17	None	Web Enrollment
(late)	01/26/17 – 05/04/17	Department/Instructor and Academic Dean	Web Enrollment or Class Roster *
PASS/FAIL	<b>UGRD/PROF/USPC</b> 01/16/17 – 02/10/17 ----- <b>GRAD</b> 01/16/17 – 03/17/17	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) 01/28/17 through 03/17/17. The DR/W Deadline Date is 01/25/17.***