

Enrollment Deadlines – Permissions & Procedures

FALL TERM 2009-10 (1102)

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 09/05/09 – 12/15/09 ----- USPC/UGSR/UGST 09/12/09 – 12/15/09	Instructor and Academic Dean (may need Advisor)	Web Enrollment or Course Change Request
ADD CLASS*	Appt Time – 09/11/09	None	Web Enrollment
(late)	09/12/09 – 10/30/09	Dept Permission Online	Web Enrollment
(late)	10/31/09 – 12/15/09	Instructor and Academic Dean	Course Change Request
DROP CLASS	Appt Time – 10/30/09	None	Web Enrollment
(late)	10/31/09 – 12/15/09	Academic Dean ----- GRAD – Advisor, Instructor and Academic Dean	Consult Academic Dean ----- Course Change Request
CREDIT CHANGE (Audit/Variable credits)	UGRD/PROF/USPC Appt Time – 09/25/09 ----- GRAD Appt Time – 10/29/09	Audit = Instructor and Academic Dean Variable Credit = None	Course Change Request Web Enrollment
(late)	UGRD/PROF/USPC 09/26/09 – 12/15/09 ----- GRAD 10/31/09 – 12/15/09	Instructor and Academic Dean	Course Change Request
UGRD ONLY - HONORS CHANGE (HIA-% Update)	Appt Time – 11/20/09	None	Web Enrollment
(late)	11/21/09 – 12/15/09	Instructor and Academic Dean	Course Change Request
UGRD ONLY - All other HONORS Changes (H-HON and !-HOP)	Appt time – 12/15/09	Instructor and Academic Dean	Course Change Request
SECTION CHANGE*	Appt Time – 09/11/09	None	Web Enrollment
(late)	09/12/09 – 12/15/09	Department/Instructor and Academic Dean	Course Change Request or Class Roster or Web Enrollment*
PASS/FAIL	UGRD/PROF/USPC 09/02/09 – 09/25/09 ----- GRAD 09/02/09 – 10/30/09	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) 09/12/09 through 10/30/09. The DR/W Deadline Date is 09/09/09.***