

Enrollment Deadlines – Permissions & Procedures

SPRING 2009-10 (1104)

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 01/23/10 – 05/07/10 ----- USPC/UGSR/UGST 01/30/10 – 05/07/10	Instructor and Academic Dean (may need Advisor)	Web Enrollment or Course Change Request
ADD CLASS*	Appt Time – 01/29/10	None	Web Enrollment
(late)	01/30/10 – 03/19/10	Dept Permission Online	Web Enrollment
(late)	03/20/10 – 05/07/10	Instructor and Academic Dean	Course Change Request
DROP CLASS	Appt Time – 03/19/10	None	Web Enrollment
(late)	03/20/10 – 05/07/10	Academic Dean ----- GRAD – Advisor, Instructor and Academic Dean	Consult Academic Dean ----- Course Change Request
CREDIT CHANGE (Audit/Variable credits)	UGRD/PROF/USPC Appt Time – 02/12/10 ----- GRAD Appt Time – 03/18/10	Audit = Instructor and Academic Dean Variable Credit = None	Course Change Request Web Enrollment
(late)	UGRD/PROF/USPC 02/13/10 – 05/07/10 ----- GRAD 03/20/10 – 05/07/10	Instructor and Academic Dean	Course Change Request
UGRD ONLY - HONORS CHANGE (HIA-% Update)	Appt Time – 04/16/10	None	Web Enrollment
(late)	04/17/10 – 05/07/10	Instructor and Academic Dean	Course Change Request
UGRD ONLY - All other HONORS Changes (H-HON and !-HOP)	Appt time – 05/07/10	Instructor and Academic Dean	Course Change Request
SECTION CHANGE*	Appt Time – 01/29/10	None	Web Enrollment
(late)	01/30/10 – 05/07/10	Department/Instructor and Academic Dean	Course Change Request or Class Roster or Web Enrollment*
PASS/FAIL	UGRD/PROF/USPC 01/19/10 – 02/12/10 ----- GRAD 01/19/10 – 03/19/10	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) 01/30/10 through 03/19/10. The DR/W Deadline Date is 01/27/10.***