

Registration Schedule and Refund Policy

Students register and pay for courses online. Courses are confirmed only by the full payment of fees. Unpaid tuition balances may result in deletion of courses and late payment fees.

Add

During online registration schedule adjustments may be made without penalty until online registration closes (2nd Monday of the Fall and Spring semester or the day the class begins during the Winter and Summer terms.) After the close of online registration, courses may be added by exception. Applications for exception to this policy may be made through Academic Records and are subject to late registration fees.

Drop

Students may drop classes via E-Campus until the 4th Monday of the Fall and Spring semester or the 1st day of class during the Summer or Winter term. Classes dropped during this period do not appear on the transcript and will not be charged to the student's tuition account.

Withdraw

After the end of the online drop period, students can withdraw from classes by using the online Student Course Withdrawal Form up until October 31 for the fall semester and March 31 for the spring semester. Students are not allowed to drop a course after the deadline. Students must officially withdraw from a class to avoid receiving an "F". A grade of "WP" (withdraw passing) or "WF" (withdraw failing) will be assigned. This grade does not affect the student's grade point average. There is no refund for withdrawn courses.

Registration Opens

	Summer	Fall	Winter	Spring
All Doctoral Students	Last Monday in March	Last Monday in March	Last Monday in October	Last Monday in October
Continuing Extension Center and Internet Students	Last Monday in March	Last Monday in March	Last Monday in October	Last Monday in October
New Extension Center and Internet Students	1st Monday in April	1st Monday in April	1st Monday in November	1st Monday in November
On-Campus Students**				
Less than 30 hours to complete degree	Last Monday in March	Last Monday in March	Last Monday in October	Last Monday in October
Less than 60 hours to complete degree	1st Monday in April	1st Monday in April	1st Monday in November	1st Monday in November
60 hours or more to complete degree	2nd Monday in April	2nd Monday in April	2nd Monday in November	2nd Monday in November
New Students	3rd Monday in April	3rd Monday in April	3rd Monday in November	3rd Monday in November
Special Students	3rd Monday in April	3rd Monday in April	3rd Monday in November	3rd Monday in November
Graduating Students	Graduating students who are beginning a new degree must contact Academic Records to be registered for classes prior to graduation.			

** Hour total does NOT include current courses.

Registration Deadlines

	Summer	Fall	Winter	Spring
Add Closes	4 pm EST 1st Day of Class	4 pm EST 2nd Monday of Semester	4 pm EST 1st Day of Class	4 pm EST 2nd Monday of Semester
Drop Closes	4 pm EST 1st Day of Class	4 pm EST 4th Monday of Semester	4 pm EST 1st Day of Class	4 pm EST 4th Monday of Semester

Refunds***

Drop/Withdraw	Refund	Summer	Fall	Winter	Spring
Last Day to Drop Class Online (Does not appear on transcript)	100%	4 pm EST 1st Day of Class	4 pm EST 4th Monday of Semester	4 pm EST 1st Day of Class	4 pm EST 4th Monday of Semester
Last Day to Withdraw from Class (Appears on transcript with grade of WP)	0%	Mid-Point of Class	October 31	Mid-Point of Class	March 31

***Extension center drop/withdraw dates may vary. Contact Academic Records with any questions 1-800-626-5525 x4209.