

Enrollment Deadlines – Permissions & Procedures

SPRING TERM 2007-08 (1084) – Undergrads/Professionals/Specials/Guests

Note: Deadlines Vary for Modular Courses

Undergrads/Professionals/ Specials/Guests	DATE	PERMISSIONS	METHOD
LATE INITIAL ENROLLMENT Not enrolled in any courses and want to enroll in a course(s).	UGRD/PROF 01/26/08 – 05/09/08 USPC/UGSR/UGST 02/02/08 – 05/09/08	Dept and Dean Stamps (may need Advisor)	Web Enrollment or Course Change Form
ADD CLASS	Appt Time – 02/01/08	None	Web Enrollment
(late)	02/02/08 – 03/28/08	Dept Permission Online	Web Enrollment
(late)	03/29/08 – 05/09/08	Dept and Dean Stamps	Course Change Form
DROP CLASS	Appt Time – 03/28/08	None	Web Enrollment
(late)	03/29/08 – 05/09/08	Academic Dean	Consult Academic Dean
CREDIT CHANGE (Audit/Variable credits)	Appt Time – 02/15/08	<u>Audit = Instr/Dept Stamp</u> Variable Credit = None	<u>Course Change Form</u> Web Enrollment
(late)	02/16/08 – 05/09/08	Academic Dean	Course Change Form
UGRD ONLY - HONORS CHANGE (HIA-% Update)	Appt Time – 04/18/08	None	Web Enrollment
(late)	04/19/08 – 05/09/08	Academic Dean	Course Change Form
UGRD ONLY - All other HONORS Changes (H-HON and !-HOP)	Appt time – 05/09/08	Academic Dean	Course Change Form
SECTION CHANGE*	Appt Time – 02/01/08	None	Web Enrollment
(late)	02/02/08 – 05/09/08	Dept Stamp	Course Change Form or Class Roster or Web Enrollment*
PASS/FAIL	01/22/08 – 02/15/08	Academic Dean	Pass/Fail Privilege Form

**Section Changes (within the same course) should be accomplished through Web Enrollment (with departmental online permission) 02/02/08 through 03/28/08. The DR/W Deadline Date is 01/30/08.*

SPRING TERM 2007-08 (1084) - Graduates

Note: Deadlines Vary for Modular Courses

Graduates	DATE	PERMISSIONS	METHOD
LATE INITIAL ENROLLMENT Not enrolled in any courses and want to enroll in a course(s).	01/26/08 – 05/09/08	Dept and Dean Stamps (may need Advisor)	Web Enrollment or Course Change Form
ADD CLASS	Appt Time – 02/01/08	None	Web Enrollment
(late)	02/02/08 – 04/18/08	Dept Permission Online	Web Enrollment
(late)	04/19/08 – 05/09/08	Dept and Dean Stamps	Course Change Form
DROP CLASS	Appt Time – 04/18/08	None	Web Enrollment
(late)	04/19/08 – 05/09/08	Academic Dean	Consult Academic Dean
CREDIT CHANGE (Audit/Variable credits)	Appt Time – 04/17/08	<u>Audit = Instr/Dept Stamp</u> Variable Credit = None	<u>Course Change Form</u> Web Enrollment
(late)	04/18/08 – 05/09/08	Academic Dean	Course Change Form
SECTION CHANGE*	Appt Time – 02/01/08	None	Web Enrollment
(late)	02/02/08 – 05/09/08	Dept Stamp	Course Change Form or Class Roster or Web Enrollment*
PASS/FAIL	01/22/08 – 04/18/08	Academic Dean	Pass/Fail Privilege Form

**Section Changes (within the same course) should be accomplished through Web Enrollment (with departmental online permission) 02/02/08 through 04/18/08. The DR/W Deadline Date is 01/30/08.*