

Enrollment Deadlines – Permissions & Procedures

SPRING TERM 2008-09 (1094)

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/GRAD 01/24/09 – 05/08/09 ----- USPC/UGSR/UGST 01/31/09 – 05/08/09	Instructor and Academic Dean (may need Advisor)	Web Enrollment or Course Change Request
ADD CLASS*	Appt Time – 01/30/09	None	Web Enrollment
(late)	01/31/09 – 03/27/09	Dept Permission Online	Web Enrollment
(late)	03/28/09 – 05/08/09	Instructor and Academic Dean	Course Change Request
DROP CLASS	Appt Time – 03/27/09	None	Web Enrollment
(late)	03/28/09 – 05/08/09	Academic Dean ----- GRAD – Advisor, Instructor and Academic Dean	Consult Academic Dean ----- Course Change Request
CREDIT CHANGE (Audit/Variable credits)	UGRD/PROF/USPC Appt Time – 02/13/09 ----- GRAD Appt Time – 03/27/09	Audit = Instructor and Academic Dean Variable Credit = None	Course Change Request Web Enrollment
(late)	UGRD/PROF/USPC 02/14/09 – 05/08/09 ----- GRAD 03/28/09 – 05/08/09	Instructor and Academic Dean	Course Change Request
UGRD ONLY - HONORS CHANGE (HIA-% Update)	Appt Time – 04/17/09	None	Web Enrollment
(late)	04/18/09 – 05/08/09	Instructor and Academic Dean	Course Change Request
UGRD ONLY - All other HONORS Changes (H-HON and !-HOP)	Appt time – 05/08/09	Instructor and Academic Dean	Course Change Request
SECTION CHANGE*	Appt Time – 01/30/09	None	Web Enrollment
(late)	01/31/09 – 05/08/09	Department/Instructor and Academic Dean	Course Change Request or Class Roster or Web Enrollment*
PASS/FAIL	UGRD/PROF/USPC 01/20/09 – 02/13/09 ----- GRAD 01/20/09 – 03/27/09	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) 01/31/09 through 03/27/09. The DR/W Deadline Date is 01/28/09.***