

Enrollment Deadlines – Permissions & Procedures

SPRING TERM 2006-07 (1074) – 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).	02/03/07 – 05/11/07	Dept and Dean Stamps (may need Advisor)	Web Enrollment or Course Change Form
ADD CLASS	Appt Time – 02/02/07	None	Web Enrollment
(late)	02/03/07 – 03/23/07	Dept Permission Online	Web Enrollment
(late)	03/24/07 – 05/11/07	Dept and Dean Stamps	Course Change Form
DROP CLASS	Appt Time – 03/23/07	None	Web Enrollment
(late)	03/24/07 – 05/11/07	Academic Dean	Consult Academic Dean
CREDIT CHANGE (Audit/Variable credits)	Appt Time – 02/16/07	<u>Audit = Instr/Dept Stamp</u> Variable Credit = None	<u>Course Change Form</u> Web Enrollment
(late)	02/17/07 – 05/11/07	Academic Dean	Course Change Form
UGRD ONLY - HONORS CHANGE (HIA-% Update)	Appt Time – 04/20/07	None	Web Enrollment
(late)	04/21/07 – 05/11/07	Academic Dean	Course Change Form
UGRD ONLY - All other HONORS Changes	Appt time – 05/11/07	Academic Dean	Course Change Form
SECTION CHANGE*	Appt Time – 02/02/07	None	Web Enrollment
(late)	02/03/07 – 05/11/07	Dept Stamp	Course Change Form or Class Roster or Web Enrollment
PASS/FAIL	01/22/07 – 02/16/07	Academic Dean	Pass/Fail Privilege Form

**Section Changes (within the same course) should be accomplished through Web Enrollment (with departmental online permission) 02/03/07 through 03/23/07. The DR/W Deadline Date is 01/31/07.*

SPRING TERM 2006-07 (1074) - 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).	02/03/07 – 05/11/07	Dept and Dean Stamps (may need Advisor)	Web Enrollment or Course Change Form
ADD CLASS	Appt Time – 02/02/07	None	Web Enrollment
(late)	02/03/07 – 04/20/07	Dept Permission Online	Web Enrollment
(late)	04/21/07 – 05/11/07	Dept and Dean Stamps	Course Change Form
DROP CLASS	Appt Time – 04/20/07	None	Web Enrollment
(late)	04/21/07 – 05/11/07	Academic Dean	Consult Academic Dean
CREDIT CHANGE (Audit/Variable credits)	Appt Time – 04/19/07	<u>Audit = Instr/Dept Stamp</u> Variable Credit = None	<u>Course Change Form</u> Web Enrollment
(late)	04/20/07 – 05/11/07	Academic Dean	Course Change Form
SECTION CHANGE*	Appt Time – 02/02/07	None	Web Enrollment
(late)	02/03/07 – 05/11/07	Dept Stamp	Course Change Form or Class Roster or Web Enrollment
PASS/FAIL	01/22/07 – 04/20/07	Academic Dean	Pass/Fail Privilege Form

**Section Changes (within the same course) should be accomplished through Web Enrollment (with departmental online permission) 02/03/07 through 04/20/07. The DR/W Deadline Date is 01/31/07.*