

REGISTRATION INFORMATION

Advising. Students who are required to receive or want advising should schedule an appointment with their adviser/major department. Students who have required advising will have an advising registration hold indicated on WINS. All transfer and new freshman students will be required to attend an orientation/advising session. Contact the Art advising office in order to accommodate absolute entry permissions.

Earliest Date & Time to Register for Classes. Continuing students and students can check their earliest data and time to register on WINS. Students admitted after the beginning of the current term will be informed of their registration time in a letter from the First Year Experience Office. Earliest registration date/time is based on units earned (it does not include any units in progress).

Registration Holds. Students who have registration holds will not be able to register for classes until the holds are cleared. Clearance of holds is the student's responsibility.

Maximum number of units/credits (Overload) Fall/Spring Term.

An *undergraduate* student's academic standing determines the maximum number of units in which he/she may enroll. Students admitted on academic probation or students with less than a 2.00 cumulative grade point average may enroll for a maximum of 15 units. New freshmen with both a high school percentile rank and an ACT or SAT score below the 50 percentile are limited to 15 units. Students with a 2.00 cumulative grade point average or above may register for a maximum of 18 units. Exceptions require approval of dean of the student's major.

A *graduate* student in good standing may register for up to 15 units, while a student on probation may not take more than 12 units. Graduate Assistants must register for at least nine, and no more than 12, graduate units. Up to three units of individual studies may be taken in a term. Requests for exceptions to these limits must be made in writing to the Graduate School.

Verify the accuracy of registration/enrollment. After registering, students should print a copy of their WINS class schedule and verify enrollment. Corrections to the class schedule must be made in WINS by published add/drop deadline(s).

Closed/restricted course. Registration for a closed/restricted course can be done only with the approval of the department offering the course. If approved, the department will issue the student a WINS permission to enroll and the student must then register for the course on WINS by the deadline established by the department.

Late Adds/Late Drops.

An undergraduate student with extenuating circumstances that merit an appeal for a late add or late drop may petition for such at the department of the course. The approval of the course instructor, the chair of the course, and the dean of the college of the course is required for a late add and the approval of the course instructor, the chair of the course, and the dean of the college of the student's major is required for a late drop (*Important Note: for a late drop, if the student is a veteran, international student, or a student athlete, related signatures as noted on the form are required*).

The late add or drop form is available at the department of the course.

A graduate student with extenuating circumstances may appeal for a late add or late drop at the department of the course. The approval of the Dean of Graduate Studies is required for late drops. The late add or drop form is available at the department of the course.

Academic Progression Related to Drops. A student enrolled for 12 units as of the tenth day of the fall/spring term must satisfactorily complete at least 6 of those units or be subject to academic progression warning or suspension.

Absence From Class. Notification of instructors and arranging for make-up work in cases involving absence from class are the responsibility of the student. A student who is absent should notify instructors of the absence as soon as possible and explain the nature of the situation and inquire about the effect of the absence on the student's course work. If contact with the instructors cannot be made directly, the student should contact the academic departments involved.

In emergency situations where the student is incapacitated and temporarily unable to perform the aforementioned responsibilities, family members may contact the Office of Student Life (Phone 262-472-1533) for assistance. The Office of Student Life may provide notification (not verification) of the absence to the instructors involved. However, arrangements for make-up work, make-up exams or possible assignment adjustments are the responsibility of the student. (The Student Health Service and the Office of Student Life do not provide excuses for absences from class due to illness.)

Withdrawal from all classes and the University. See withdrawal deadlines.