

SPRING 2014 REGISTRATION DATES	JANUARY 27 — FEBRUARY 4 @ 5PM	FEBRUARY 5 — FEB 14 @5PM	FEBRUARY 15 — APRIL 7 @ 5PM	APRIL 8 — MAY 9 @ 5PM	MAY 10 & BEYOND
	DAY 1-7	DAY 8-15	DAY 16-45	DAY 46 — FRIDAY BEFORE FINALS WEEK	AFTER LAST REGULAR CLASS DAY
ADD A COURSE	Cyberbear	<i>Registration Override</i> with instructor signature	<i>Course Add/Change Form</i> with advisor* & instructor signatures + \$10.00 fee	<i>Course Add/Change Form</i> with advisor* & instructor signatures + \$10.00 fee	Only allowed to fix registration errors
DROP A COURSE** (SEE REGISTRATION COUNTER IF DROPPING ALL/ONLY COURSE)	Cyberbear	Cyberbear	<i>Course Drop Form</i> with advisor* & instructor signatures + \$10.00 fee (W on transcript)	<i>Course Drop Form</i> with advisor*, instructor, and Dean signatures + \$10.00 fee (WP or WF on transcript)	Not permitted
SWITCH A SECTION	Cyberbear	<i>Registration Override</i> with instructor signature to add, then Cyberbear to drop	<i>Course Add/Change Form</i> with both instructors' signatures	<i>Course Add/Change Form</i> with both instructors' signatures	Only allowed to fix registration errors
CHANGE TO OR FROM CREDIT/NO CREDIT	Cyberbear	Cyberbear	<i>Course Add/Change Form</i> with advisor* & instructor signatures	<i>Course Add/Change Form</i> with advisor* & instructor signatures	Not permitted
ADJUSTING CREDIT LOAD FOR VARIABLE CREDIT COURSES	Cyberbear	Cyberbear	<i>Course Add/Change Form</i> with advisor* & instructor signatures	<i>Course Add/Change Form</i> with advisor* & instructor signatures	Not permitted
CHANGE TO OR FROM AUDIT	Cyberbear (See registration counter if change not allowed online)	Cyberbear (See registration counter if change not allowed online)	Not permitted	Not permitted	Not permitted

*Advisor's signature not required for Graduate & Post-Baccalaureate students

**Courses dropped after the 15th instructional day result in a "W", "WP", or "WF" on the student's transcript, do not generate a refund, and may affect financial aid eligibility. If all courses are dropped, the Semester Withdrawal policy must be followed. See Business Services for % refund before February 15.