

Deadlines for Changes in Course Registrations SPRING Semester 2012

Saturday, January 28, 2012

Please note that undergraduate students in both day and Continuing Education must use a permission number to add into a course after January 27, 2012*. Graduate students may add courses through February 3, 2012.

Waitlist ends January 28, 2012

The waitlist function for all courses (Graduate, Undergraduate, Continuing Studies) will end January 28, 2012. Undergraduate students in both day and Continuing Education must use a permission number to add into a course from January 28, 2012 to February 3, 2012. All students must use a permission number to add into a closed course.

Friday, February 3, 2012

This is the last day to add into courses with permission number for undergraduate students
This is the last day to change course status to pass/no credit – undergraduate students
This is the last day to drop courses and not pay tuition and fees – all students
This is the last day to change course status to audit – all students
This is the last day for graduate students to add a course with or without permission number

What a Permission Number will do:

A permission number will allow a student to register or add into a course if the student does not have the pre-requisite course listed on their ISIS transcript.
A permission number will allow an Undergraduate student to register for a Graduate course.

How to Obtain a Permission Number:

Undergraduate students in the College of Fine Arts/Humanities/Social Sciences, the College of Engineering and the College of Sciences must see the department chairperson to obtain a permission number. Undergraduate students in the College of Management and School of Health and Environment must go to the Office of the Dean of the College to obtain a permission number.

Graduate students taking graduate courses may obtain a permission number from the instructor or department chairperson of the course. Please note students taking the Graduate Autism courses and need a permission number must contact Dr. [Richard Siegel@uml.edu](mailto:Richard.Siegel@uml.edu) to obtain a permission number.

Students taking Online or Continuing Studies courses may obtain a permission number from the instructor or department chairperson of the course.

What a Permission Number will not do:

A permission number will not allow a student to register or add into a course that is filled. Only an academic petition, found at: <http://www.uml.edu/registrar/docs/academicpetition.pdf> with the signature of the instructor and the College Dean and presented to the Registrar's Office through February 3, 2012 will allow a student into a closed course.

A permission number will **not** allow a student to register or add into a course if the student has a service indicator (hold) flag. Probationary holds will not prevent students from registering.

A permission number will **not** allow a student to register or add into a course beyond the academic calendar dates. For this semester that date is February 3, 2012.

A permission number will **not** allow a student to register or add into a course if the student is not enrolled in the co-requisite course.

A permission number will **not** allow someone to register if they are not an active student at UML.

If a student is not on the class roster as enrolled they are not registered and will not receive credit or grades for the course. Please check your schedules.

See the academic calendar for courses starting in February and March.