

Spring 2009 – Registration/Add/Drop Time Frames

Transaction Type	Time Frame	<i>ASAP</i>	How/Where Registration/Add/Drop Overrides are Processed		
Open Registration	11/3/08 – 1/4/09	Yes	By the College academic advisors or at the Enrollment Services Center (ESC) with the written permission of the department/downtown associate dean’s office; payment deadline 1/05/09 – students who do not pay by 1/05/09 at 5:00 p.m. are dropped from all classes and must reregister during late registration.		
No Registration	1/05/09 – 1/06/09		No registration due to reporting requirements		
Late Registration * – (No classes on SFAREGS)	1/09/09 – 1/16/09	Yes	The advisor/ department/ downtown associate dean’s office granting override permission processes most overrides.	The payment deadline is 1/22/09at 5:00 p.m. for students who registered 1/09/09 – 1/16/09.	Students must pay by their deadline or their classes are dropped. Students who are unsure if their financial aid has been applied to their tuition and fee bill should be referred to the ESC. Note: Department staff and advisors should remind students who do not have any classes on SFAREGS that they must pay by the appropriate deadline.
	1/17/09 – 1/28/09	No	Departments complete Add Form for each course section. The students return to the ESC where the Add Forms are processed.	The payment deadline is 1/28/09 p.m. for students who registered 1/17/09 – 1/28/09	
Adding Courses * - (Classes on SFAREGS)	1/09/09 – 1/16/09	Yes	The advisor/department/downtown associate dean’s office granting override permission processes most overrides. Students are billed for added courses and should view the amount they owe in <i>ASAP</i> .		
	**1/07/09 – 1/08/09	No	** Add/drop for registered and paid students only. Only students who have registered and paid may make changes during this two-day period.		
	1/17/09 – 1/28/09		Students must complete an Add Form in the advisor/department/downtown associate dean’s office and return it to ESC for processing during regular business hours. Students are billed for added courses and should view the amount they owe in <i>ASAP</i> .		
Dropping Courses (no grade earned)	11/03/08 – 1/28/09	Yes	Students may not drop developmental courses via <i>ASAP</i> , but must go to their advising center: <ul style="list-style-type: none">Undecided students (listed with the major UND) go to the Tomás Rivera Center for Student Success (TRCSS)Freshmen with declared majors/colleges go to the Colleges’ Freshman Advising Center (CFAC)Sophomores through Seniors with declared majors/colleges go to the advising center of the major.		
Dropping Courses (automatic “W” grade)	1/29/09 – 3/23/09 Students ≥ 30 SCH	Yes	Students may not drop developmental courses via <i>ASAP</i> , but must go to their advising center (see same detail as 11/03/08–1/28/09 above).		
Withdrawal from all classes	3/24/09-4/27/09	No	Time frame for students to withdraw from all classes; an individual class may not be dropped. A “W” will be given for each class the student is passing; a grade of “F” will be given for any class the student is failing.		
Dropping Courses (automatic “W” grade)	1/29/09 – 4/27/09 Students < 30 SCH	Yes	Students may not drop developmental courses via <i>ASAP</i>, but must go to their advising center (see same detail as 11/03/08 – 1/28/09 above).		
Withdrawing from all classes before first day of class	Up to 1/11/09	Yes	All students may drop all their classes including the last class via <i>ASAP</i> .		
Withdrawing from all classes beginning first day of class	1/12/09 – 4/27/09	No	Students may not drop their last class via <i>ASAP</i> , but must go in person to ESC with a completed Withdrawal Form. Undergraduate students must have the form signed by an advisor and an International Program advisor if applicable. International Graduate students must have the form signed by an International Program advisor.		

- When an Add Form is processed by the Office of the Registrar or Enrollment Services Center the signatures imply that permission is granted by the department for registration overrides to be performed.

Refund dates: up to 1/11/09 100% up to 1/16/09 80% up to 1/26/09 70% up to 2/02/09 50% up to 2/09/09 25%

Important Enrollment Dates

11/03/08-1/06/09 and 1/09/09-1/16/09	<ul style="list-style-type: none"> Designated college/department staff have registration permission in Banner
1/12/09	<ul style="list-style-type: none"> Classes begin
1/28/09	<ul style="list-style-type: none"> Census Date - registration, section adjustments, course cancellations, etc. must be done by 5 p.m. in the Office of the Registrar; deadline to assign faculty
4/30/09 and 5/01/09	<ul style="list-style-type: none"> Study days
5/02/09 and 5/04-5/08/09	<ul style="list-style-type: none"> Final exams
5/02/09– 5/12/09, 2 p.m. deadline	<ul style="list-style-type: none"> Faculty enter grades

SFAREGS Course Registration Status Codes

CC	Cancelled course
DC	Dropped course on desktop through Census Date-no grade
DW	Dropped course on Web through Census Date-no grade
RE	Registered on desktop
RC	Reinstated Course-only available as option in ASAP
RN	Registered-not reported to Coordinating Board
RW	Registered on Web
VC	Course registered and certified for a veteran
WC	Dropped course on desktop after Census Date-automatic “W” grade
WF	Dropped course on desktop after automatic “W” day-“W”, “F”, “NC” grade possible
WS	Withdrawn student through Census Date-no grade
WW	Withdrawn student after Census Date-automatic “W” grade
XC	Dropped course on Web after Census Date-automatic “W” grade

Overrides during Late Registration

Type of Override	Exception Authority	Office Performing Override (Registrar’s Office and ESC staff also may process overrides if student is sent with properly signed registration approval memo)
Time Conflict	Faculty teaching class(es) where time is missed and advisor	Students must bring a memo granting permission of faculty member(s) involved to ESC.
Major Restriction	Advisor or department/downtown associate dean’s office	Advisor or department/downtown associate dean’s office
Prerequisite Courses	Advisor or department/downtown associate dean’s office	Advisor or department/downtown associate dean’s office
Corequisite Courses	Usually no override is required since	If a student is to be registered in only one of the corequisite courses, only the advisor

	Banner allows students to register in corequisite classes if the correct classes are selected.	or department/downtown associate dean's office for the course may perform the override.
Duplicate Sections	Usually no exception is required	Advisor or department/downtown associate dean
Undergrad Taking Graduate Course	Department/downtown associate dean's office	Students bring the appropriate signed form to ESC where they will be registered.
Closed Section	Advisor, department/downtown associate dean's office	Advisor or department/downtown associate dean's office (Independent Study courses require a form to be completed with all approval signatures and returned to ESC.)
Exceeds 19 Hour Maximum For <i>ASAP</i> Registration	Advisor	Advisor NOTE: Students on probation are limited to registering for 13 semester credit hours via <i>ASAP</i> .
Advisor Approval	Advisor or department/downtown associate dean's office	Students usually add courses by <i>ASAP</i> after the advisor or department/downtown associate dean's office staff member enters the appropriate override code in Banner.

Other Special Situations

REMINDER TO ADVISORS AND DEPARTMENT/COLLEGE STAFF RESPONSIBLE FOR REGISTRATION OVERRIDES

Prior to registering a student, on the registration screen: 1) Check the Banner SFAREGS *Holds* field. If *Y*, check Holds form by clicking on the flashlight to determine the hold office; refer the student to that office to clear the hold. 2) Check the Banner SFAREGS *Status* field. If Eligible (EL), determine if the student is registered for any classes. If not registered, remind the student to pay by the appropriate deadline. If already registered, the student will be billed for any added class and should view the amount owed in *ASAP*. Proceed with the registration in Banner. If the *Status* field is anything other than Eligible, refer student to the ESC.

*Once Late Registration is over, but the date is on or before Census Date, if an admitted student without holds needs to add a course, check whether the student has registered. If registered, then complete an Add Form and return it to the student to bring to ESC for processing. The student will be billed. **After Census Date**, *if not registered, complete an Add Form with all approvals. Student must pay for class(es) and bring add forms and payment receipt to ESC for processing.

***Students are not permitted to register after the close of the late registration period, except in extenuating circumstances. Adding a course after the late registration period requires the approval of the course instructor and the chair of the department offering the course. After Census Date, approvals include the Dean of the College offering the course and the Associate Dean of Undergraduate Studies or the Dean of the Graduate School.**

Special Situation	Office with Responsibility	Special Instructions
TSI holds	Advising Centers Testing Services	<ul style="list-style-type: none"> Undecided students (listed with the major UND) go to the Tomás Rivera Center for Student Success (TRCSS) Freshmen with declared majors/colleges go to the Colleges' Freshman Advising Center (CFAC) Sophomores through Seniors with declared majors/colleges go to the advising center of the major. <p>Students who are special undergraduates (SU, CU, etc.) with TSI holds.</p>
Freshmen	The Colleges' Freshman Advising Center for freshmen with college majors. TRCSS for freshmen who are undecided (UND)	New freshmen must complete orientation and advising prior to registration; continuing freshmen must be advised prior to registration and may have holds if they have not been advised.
Athletes	Intercollegiate Athletics Academic Advisor	Athletes with Texas Success Initiative holds must be sent to the TRCSS.
Other holds	The appropriate office must clear holds before registration occurs.	Note: Orientation holds should be referred to Orientation and Transition Services
Honors courses	University Honors College Office	Includes HON and honors sections of other disciplines
Independent Study courses	Approval signatures required up through deans' level	Independent Study courses require a form to be completed and returned to ESC by the student.
Dropping developmental courses	Through the respective advising center	<u>All</u> students requesting to drop developmental courses must be referred to TRCSS even if they do not have a TSI hold.
Adjusting student schedules due to course cancellation	Advisor or department/associate dean's office	After the first week of class, Drop/Add forms must be completed, approved and brought to the ESC.