ADVISOR AND DEPARTMENT GUIDE FOR FALL 2013 LATE REGISTRATION

FULL SEMESTER – KEY DATES*

Through Monday, Sept 2: Students may add/drop courses through online Registration & Waitlist only

Tuesday, Sept 3-Monday, Sept 9: New Add/Drop Procedure (see below)

Monday, Sept 9: Last day to Add

Monday, Sept 9: Last day to Drop and Not Show on Transcript

Tuesday, September 10: W Grade for Withdrawn Course Begins

Tuesday, September 10: $30 late registration fee [per class] begins. One Stop will NOT provide late registration exception forms directly to students. Student must request forms from the department and receive all necessary approvals and department stamp. Dean or Department will then be responsible to submit completed forms to the Registrar’s office for processing [scanned forms may be sent to smithlu@uvu.edu].

NEW LATE REGISTRATION PROCEDURE FOR 2ND WEEK

1. Beginning Sept 3, students must contact the instructor directly and make a request to add the class. Though the waitlist period is no longer in effect, we encourage instructors to honor the waitlist order.

2. If the Instructor approves adding the student, the instructor will email the advisor with the following information:

   Student Name
   Student UVID Number
   CRN for the course
   Course Subject and Number

   Late registration approval does NOT override class size limits or course pre-requisites.

3. The advisor will place the Department Approval Override on student’s record. [Students should allow up to 2 business days for the override approval to be in place.]

4. Advisor will email student [@ their UVLink e-mail address] informing them of the approval [or denial] of the request to register.

5. Student will add course online if there is room in the class and all other requirements have been met [pre-requisites, etc.] $10 fee [per class] will be added to the student’s account.

QUESTIONS?

See www.uvu.edu/addcard .

*This guide assumes Full semester class dates. Be aware that late registration periods are shorter for block and other classes with fewer than 15 weeks. More information on specific dates can be found at www.uvu.edu/calendar in the student timetable.