

# Registration Policies

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## Registration Changes (Cancellation, Add, Drop, Withdrawal) <sup>1, 2</sup>

- <sup>1</sup> A week is defined as 7 calendar days, beginning on the first day of a term or session, for the purposes of adds, drops or withdrawal deadlines.
- <sup>2</sup> Tuition refunds and/or withdrawal fees vary by length of course and date of transaction. Please consult the Fee deadlines for the appropriate semester on the Bursar website for more details (<http://www.uwgb.edu/bursar/term-deadline-calendar>). Please note that financial deadlines are different from academic deadlines.

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## Cancellation

Cancellation of admission or enrollment *prior to the first day of the term*.

- If a student cancels their admission or enrollment they are not eligible to re-enroll in the subsequent semester.
- A student who cancels must re-apply for admission in a subsequent term.

## Course Adds <sup>1</sup>

Add one or more courses to a schedule and/or change course load.

### Course Adds During the First Two Weeks

*Semester-long courses at UW-Green Bay<sup>2</sup>*

Enrolled students are able to add individual regular, 14 week semester-long courses during the first two weeks of the fall/spring semester with no academic grade assigned and no financial penalty. Please check the Registration Calendar (<http://www.uwgb.edu/registrar/calendar/registration>) for these deadline dates.

### Late Course Adds <sup>1</sup>

*Semester-long courses at UW-Green Bay<sup>2</sup>*

- *Week 3 to last day of classes:* Students must submit a faculty-approved Late Add form. Students will be assessed a late add fee for each course.
- *Students are not able to retroactively late add courses or once final examinations have begun in the semester.*

- <sup>1</sup> Summer sessions, January Interim and courses less than 14 weeks have shorter add deadlines. Please check the Registration Calendar (<http://www.uwgb.edu/registrar/calendar>) for summer or January interim course deadlines.
- <sup>2</sup> Some collaborative programs offered at UW-Green Bay have different start and end dates of the semester which means the add deadlines or financial deadlines may differ than described above.
- <sup>3</sup> If you are in a class with a different semester start date or one of less than 14 weeks please review the Non-Standard calendars on the Registrar web site (Registration calendar location) or contact GBOSS (Green Bay One Stop Shop) to verify the add deadlines for any of these courses at [gboss@uwgb.edu](mailto:gboss@uwgb.edu) or call 920) 465-2567.

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## Course Drops <sup>1</sup>

Remove one or more courses from a schedule but remained enrolled in at least 1 credit.

### Course Drops During the First Two Weeks

*Semester-long courses at UW-Green Bay*

Enrolled students are able to drop *individual* regular 14 week semester-long courses during the first two weeks of the fall/spring semester with no academic grade assigned or financial penalty. Students in courses that are less than 14 weeks in duration can drop the course with no grade assigned, during the 1st week.

### Late Course Drops <sup>1</sup>

*Semester-long courses at UW-Green Bay<sup>2</sup>*

- *Week 3 to week 6:* Students can drop classes on their own and a DR (drop grade) will appear on the transcript.
- *Week 7 to the end of the term:* Drops are not allowed. Students must submit a Late Drop Petition which must be approved by the Enrollment Review Committee. Petitions are only approved for extenuating circumstances with supporting documentation. If a late drop is granted, students remain

responsible for the tuition and fees assessed for the course as they received instruction and held a seat in the course. A DR (drop grade) will appear on the transcript.

#### *Courses less than 14 weeks in duration<sup>2</sup>*

- From the start of week two until half the course duration (50%), a student may drop the course, and a DR (drop grade) will appear on the transcript.
- Following one day after half the course duration, a student must submit a Late Drop Petition which must be approved by the Enrollment Review Committee. Petitions are only approved for extenuating circumstances with supporting documentation. If a late drop is granted, students remain responsible for the tuition and fees assessed for the course as they received instruction and held a seat in the course.

Financial adjustments for course drops vary based on the effect on course load and timing of the drop. Consult the Bursar fee information for these dates.

- <sup>1</sup> Summer sessions, January Interim and courses less than 14 weeks have shorter drop deadlines. Please check the Registration Calendar (<http://www.uwgb.edu/registrar/calendar>) for summer or January interim course drop deadlines.
- <sup>2</sup> Some collaborative programs offered at UW-Green Bay have different start and end dates of the semester which means academic drop and financial refund deadline dates will differ than described above.
- <sup>3</sup> If you are in a class with a different semester start date or one of less than 14 weeks please review the Non-Standard calendars on the Registrar web site (Registration calendar location) or contact GBOSS (Green Bay One Stop Shop) to verify the add deadlines for any of these courses at [gboss@uwgb.edu](mailto:gboss@uwgb.edu) or call 920) 465-2567.

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## Withdrawal From Courses <sup>1</sup>

Officially remove all courses from schedule; student is no longer enrolled.

#### Course Withdrawal During First Two Weeks:

##### *Semester-long courses at UW-Green Bay<sup>2</sup>*

Enrolled students are able to drop all their individual regular semester-long courses during the first two weeks of the fall/spring semester with no academic grade assigned. Withdrawal fees apply if a student withdraws from all courses in the first two weeks. See the billing and refund schedule link on the Bursar website for these fees and deadlines. Once a student drops to zero credits of enrollment, the Registrar's office withdraws the student from the semester.

## Late Withdrawal From Courses <sup>1</sup>

##### *Semester-long courses at UW-Green Bay<sup>2</sup>*

- Week 3 to week 6: Students can withdraw by dropping all their courses. DR (drop) grades will appear on the transcript for all courses and signifies that the student officially dropped the courses. If the student contacts the University to withdraw, the transaction will be completed by a staff member and W grades (withdrawal) are assigned for all courses on the transcript. Once a student drops to zero credits of enrollment, the Registrar's office withdraws the student from the semester.
- Week 7 to week 12: A student may withdraw (drop all courses) from the institution but must contact the Registrar's office to do so. W grades (withdrawal) will appear on the transcript for all courses and student is withdrawn for the semester.
- Week 13 to the end of the term: Withdrawals are not allowed. A Late Withdrawal Petition must be submitted and approved by the Enrollment Review Committee to withdraw after the deadline. Petitions are only approved for extenuating circumstances with supporting documentation.

#### *Courses less than 14 weeks in duration<sup>2</sup>*

- Start of week two until half the course duration (50%) a student may drop all courses, and a DR (drop grade) will appear on the transcript for each enrollment, the Registrar's office will withdraw the student for the semester.
- Day after half the course duration, a Late Withdrawal Petition is submitted and must be approved by the Enrollment Review Committee. Petitions are only approved for extenuating circumstances with supporting documentation. If a late withdrawal is granted, students remain responsible for the tuition and fees assessed for the course as they received instruction and held a seat in the course.

The financial ramifications of withdrawal depend on when the withdrawal is done. View the billing and refund schedule for more information. Students who received financial aid for the term should contact UW-Green Bay's Financial Aid office to discuss potential financial aid ramifications.

- <sup>1</sup> Summer sessions, January Interim and courses less than 14 weeks have shorter withdrawal deadlines. Please check the Registration Calendar (<http://www.uwgb.edu/registrar/calendar>) for summer or January interim course withdrawal deadlines.
- <sup>2</sup> Some collaborative programs offered at UW-Green Bay have different start and end dates of the semester which means academic withdrawal and financial refund deadline dates will differ than described above.

- <sup>3</sup> If you are in a class with a different semester start date or one of less than 14 weeks please review the Non-Standard calendars on the Registrar web site (Registration calendar location) or contact GBOSS (Green Bay One Stop Shop) to verify the add deadlines for any of these courses at [gboss@uwgb.edu](mailto:gboss@uwgb.edu) or call 920) 465-2567.
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## **Petition Process for Late Drop or Withdrawal**

- Petitions for late drops or withdrawals may be approved if one of these extenuating circumstances occurs and can be documented. The extenuating circumstance must occur within the semester the drop or withdrawal is being requested.
  - The student has serious mental or physical health problems verified by a statement from a physician or professional counselor.
  - There is a death or prolonged serious illness in the immediate family, verified by an obituary, a physician's statement, or other independent, official source.
  - The student receives orders being called to military service and cannot return for the semester. Supporting documentation is required.
- A student who attended any course in a given term for any length of time may not petition to drop a course or completely withdraw from the University under any circumstances after the end date of the semester.
- Petitions can be submitted online or in person to the Registrar's Office. All petitions with appropriate documentation will be evaluated and acted on in a timely manner by the Enrollment Review Committee.