

Course and University Withdrawal Information

<i>January 3</i>	<i>Last date to register without \$200.00 fee penalty.</i>
<i>January 9</i>	<i>Classes begin. Drop/Add begins.</i>
<i>January 26</i>	<i>Last day for drop and add. Last day for 100% refund. If withdrawn from a course or the University after this date, tuition will be charged.</i>
<i>Jan. 27 – Feb. 10</i>	<i>Last day for withdrawing from a course or the University without academic penalty. If withdrawn from a course or the University during this period, a grade of “W” will be awarded. Tuition Charges are incurred during this period.</i>
<i>Feb. 13 – Mar. 20</i>	<i>If withdrawn from a course or the University during this period, a grade of “WP” or “WF” will be awarded.</i>
<i>March 21</i>	<i>If withdrawn from a course or the University after this day, a grade of “WF” will be awarded.</i>

Student Registration Responsibilities

When a student is officially registered for a course, it is the student’s responsibility, not the instructor, to officially withdraw from the course or the University. Failure to notify the University before the end of the 100% refund period will result in the student being responsible for late fees and charges. All students who fail to officially withdraw from a course or University are subject to the Grading Policies outlined in the University Catalog.

It is the student’s responsibility to check all fees and validate enrollment via Bulldog Connection and the University Catalog. A student is not officially registered until all fees are paid and enrollment validated prior to the registration deadline.

When making a Registration Change, it is the student’s responsibility to ensure that the proper form has been processed by the published deadlines on the Academic Calendar.

Should you decide not to attend a class or not come to school after you have officially completed Registration, **you must drop the course on Bulldog Connection. To withdraw from the University, it is necessary to complete a University Withdrawal Form.** These procedures should be followed even if you registered and are unable to return.