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No. 2901: Initial Course Registration

Students are responsible for identifying implications for their satisfactory academic progress and enrolment status at the University, including impact on financial aid, which results from any change in registration. Students may consult with Academic Advisors to better understand issues of registration and its impact.

Students are also responsible for verifying that all changes in registration are reflected in their official student record.

Students must be registered to participate in a class. Before registration, students should plan their program with their academic advisor.

International students must obtain approval from Office of International Students when registering for the first time or for a new program, when registering below a full-course load or equivalent (Reduced Course Load), when registering for an internship, when taking an approved Temporary Leave, or when withdrawing from the University. This approval is in addition to the normal requirements and may not be waived.

No. 2902: Add-Drop Period

The add/drop period is the first 10 days of the semester or the equivalent for summer terms. During the add/drop period, students may add or drop courses or change course sections, except when academic unit or teaching unit explicitly prohibits it, without penalty or notice on their transcript.

No. 2903: Drop or Withdraw from a Course

Dropping a course results in no record of the course on the student's academic transcript. Withdrawing from a course results in a W recorded on the student's academic transcript. In both cases, the cumulative GPA is not affected.

Drop a Course

Students may drop courses except for the last course, on the student portal before the tenth day of classes.

If a student wants to drop all courses before the end of add/drop period and does not enroll in any other courses, the student must contact advisor for a leave or separation from the University. Discontinuation of attendance at a class or notification to the instructor is not sufficient to constitute an official drop from all courses. Occupied University housing must be vacated promptly by students who drop all classes.

Withdraw from a Course

After the end of add/drop period or the equivalent for the summer term, students may withdraw from a course up until the end of the tenth week of the semester or the equivalent for summer term by filling out Withdraw from a Course form and submitting it to the Office of Student Records and Registration. Some additional restrictions on course withdrawals may apply to specific academic programs and international students. Additional restrictions may also apply to courses used to satisfy the University minimum requirements.

When students withdraw before the end of the tenth week of the semester or equivalent for other terms, a grade of “W” is entered for that course. Discontinuation of attendance at a class or notification to the instructor is not sufficient to constitute an official Withdrawal. The withdrawal policy may not apply if a student has been charged with a violation of the Honor Code or Student Code of Conduct.

A student may not withdraw from a course after the tenth week of class.

Students may withdraw from no more than three courses during their tenure at the University and no more than one course per semester.

No. 2904: Undergraduate Students with Senior Standing taking graduate courses

Undergraduate degree-seeking students with fourth year class standing and a 3.00 or better cumulative grade point average may be allowed to take up to 12 hours of graduate course work for undergraduate credit during their tenure at undergraduate level, upon approval of their advisor and the Dean. The graduate credit may be used as a substitution for required undergraduate courses only with the approval of the advisor and the Dean of the student’s undergraduate program. All graduate hours applied to the undergraduate degree will be counted in the undergraduate grade point average, will appear on the undergraduate transcript, and will be used to determine graduation with honors. Students are requested to submit approved University Undergraduate to Take Graduate Courses form to the Office of Student Records and Registration before the end of the add/drop period for each term.

Students may transfer these credits to their graduate program at ADA University within 2 years after the course was taken. The general transfer rules apply in this case.