Fall 2017

LAST DAY TO CHANGE STATUS: 9/14/17

Undergraduate Full Time Status = 12 Registered Credits
Undergraduate Part Time Status < 12 Registered Credits

✓ Advising begins - 2/27/17

✓ Add/Drop Information Packet - 2/27/17

✓ Add/Drop begins - 3/27/17

✓ Last day to add a class - 9/14/17

✓ Last day to drop a class - 11/2/17

✓ Final Exam Schedule - available on 6/1/17

Master Calendar
Academic Calendar

Graduation
Apply Online: one year prior to expected graduation.

Transcripts
Order Online

Carroll University reserves the right to cancel courses if there is insufficient enrollment; to change rooms, time periods, and instructors; and to make other changes necessitated by unpredictable developments.
Additional Information  
Fall 2017

• If you are currently on academic probation you will not be able to register for more than 12 credits.

• Only those students with a **3.00 cumulative grade-point average** will be able to register for over 19 credits. An additional per credit fee will be charged for more than 19 credits.

• Refer to the Refund Policies schedule in the Fees section of the Carroll University catalog for the refund policy for courses/credits dropped after classes begin.

• You may register for a maximum of 21 credits.

• All full-time UNDG students must meet with and be cleared by their academic advisor.

• If you do not meet necessary requirements for a course, instructors must add an electronic course authorization prior to registration. To ensure a smooth registration, request the authorizations PRIOR to registration opening.

• Grades are not mailed at the end of the semester. Grades are available on your my.carrollu.edu – Student Tab – Academics and Registration. If you need a hard copy of your grades mailed to you, you must submit a written request (with your signature) to the Registrar’s office.

**ADD**

Classes may be added through **September 14, 2017**. If you are at your limit of credits for the semester, you may not add credits unless you drop the same number of credits.

**S/U**

The deadline to change to the Satisfactory/Unsatisfactory grading option is **October 5, 2017**. Refer to the university catalog for details.

**INDEPENDENT STUDY**

Courses for independent study must be approved before adding to the student’s schedule. The student must submit both a course syllabus and the card, “Authorization for Independent Study,” signed by the instructor and the divisional dean or program coordinator. The last day to add a class is **Thursday, September 14, 2017**.

**DROP / AU**

Classes may be dropped online through Thursday, November 2, 2017. The last day to change from credit to audit must be made in person by Thursday, November 2, 2017 and requires the instructor’s signature using an add/drop card.  
Drop Deadline for *first-half-semester classes* is **Thursday, October 5, 2017**.  
Drop Deadline for *second half-semester classes* is **Monday, November 20, 2017**.

Note: Requests to audit courses must be made in person at the Registrar’s Office with all appropriate signatures. Requests will be accepted no earlier than 3 business days prior to the start of the semester.

**Forms are available at the Registrar's counter.**

**Completed forms are due at the Registrar's counter by 4:30 p.m. on the date specified.**
IMPORTANT- DON’T LOSE YOUR FULL-TIME STATUS!

Your full-time status is important for many purposes including: financial aid eligibility and housing eligibility. It is important that you always carry a **minimum credit load**: undergraduate students – 12 credits; graduate students – 6 credits. Waitlisted classes do NOT count as registered credits.

**Full-Time to Part-Time**

If you are a full-time* student and wish to change your status to part-time —

Submit the “Change of Status” form at the Office of Student Success located on the third floor of Voorhees.

*Full-time status is determined at the end of the first week of classes. This date is indicated on the academic calendar as the last day to add classes. (See Carroll University Academic Calendar) THE LAST DAY TO CHANGE STATUS IS Thursday, September 14th 2017. At this time if you are not registered for 12 or more credits you will be administratively changed to part-time status.

**Part-Time to Full-Time**

If you are a part-time* student and wish to become full-time for the upcoming semester—

- Contact the Admission Office, Voorhees 101.

*Status is determined at the end of the first week of classes. THE LAST DAY TO CHANGE STATUS IS Thursday, September 14th 2017.

**Eligibility**

Every full-time student shall be permitted to participate in all non-credit activities with the exception of intercollegiate athletics where conference rules apply. Individual organizations may wish to establish specific levels of academic eligibility for membership, offices, and positions of leadership.

**Family Educational Rights and Privacy Act**

FERPA information and the annual notification to students may be found on the Registrar’s page of my.carrollu.edu

[https://my.carrollu.edu/ICS/Departments/Registrars/](https://my.carrollu.edu/ICS/Departments/ Registrars/)

Printed copies are also available at the Registrar’s Office.