

ACADEMIC SCHEDULING

Adding & Dropping a Course

A student may add a course during the first seven working days of a semester and/or drop a course during the first six working days of a semester.

Auditing a Course

Students interested in auditing a course (attending classes and receiving no grade or credits) must declare their intentions by completing an 'Audit of Course' card prior to the end of the add period.

Course Load

A student's normal academic work load is defined as 12 to 18 credit hours. Any student who wants to carry more than 18 credit hours must have a 3.0 cumulative G.P.A.. A student who wishes to schedule more than 18 credit hours who does not have a 3.0 cumulative G.P.A. must submit a 'Petition' to the Provost for permission.

Repeating a Course

An "F" grade in a required course must be cleared by repeating the course. Students who are repeating a course should complete a 'Repeating Course Declaration' form.

Withdrawing from a Course

Students can withdraw from a course after the drop period and before 4:00PM on the Friday of the ninth week of classes. The class instructor's signature is required on the form. For all freshmen and sophomores (less than 61 semester hours earned), both the instructor's signature and the Academic Advisor's signature are required on the form.

Withdrawing from an On-Line Course

Students can withdraw from a course after the drop period and before 4:00PM on the Friday of the ninth week of classes. You initiate the process by emailing the course instructor of your intent to be withdrawn from. If you have less than 61 semester hours earned, you must also "CC" your advisor on the email. The instructor will forward the email to the Registrar's Office at registrar@mansfield.edu. A 'W' will be recorded in the permanent record and will not be calculated in the quality point average (GPA). A student who withdraws from all courses is automatically withdrawn from the University.

Withdrawing from the University

Students who wish to withdraw from the university may do so by submitting a 'Withdrawal From the University' form.

Forms may be found online at:

<http://esd.mansfield.edu/registrar/forms>

Registration Current Undergraduate & Matriculated Students

(Students who are currently enrolled in a Mansfield University course).

1. Meet with your advisor and plan your academic schedule. Obtain a three-part Course Selection Sheet from your department.
2. You may register according to the schedule to the right. Your date to register is determined by the number of credits earned at the conclusion of fall 2008. Credits in progress (spring 2009) are not a factor in determining your appointment date.
3. You may register through WebAdvisor on or after your date to schedule.
4. To avoid being restricted from scheduling, it is necessary for all holds, i.e. Student Accounts, and miscellaneous fines, to be cleared. If a balance exists on your account, please stop at the Enrollment Services Office in 224 South Hall before attempting to register.

After Course Numbers

L Laboratory
R Recitation

Classroom Building Codes

On Campus

ALLN Allen Hall Auditorium
ALUM Alumni Hall
BC Butler Center
BELK Belknap Hall
DG Decker Gym
ELLT Elliott Hall
FRC R. Kelchner Fitness Center
GS Grant Science
RTN Retan Center
NH North Hall
SH South Hall

Off Campus

CCFL Corning Center Finger Lakes
NEB Northeast Bradford, Rome
PB Patterson Building, Sayre
WWW World Wide Web

FALL 2009

REGISTRATION SCHEDULE
(WebAdvisor registration available
daily **8:00AM – Midnight**)

Earned Credits	Your day to register:
First semester freshmen with less than 12 earned credits	Mon, Mar 23
Honor students	
110+	Tues, Mar 24
Seeking 2 nd Bachelor's Degree	
Seeking UG Certification only	Wed, Mar 25
100+	
Seeking Assoc Degree	Thu, Mar 26
89+	
Graduate students	Fri, Mar 27
79+	
71+	Sat, Mar 28
56+	Sun, Mar 29
47+	Mon, Mar 30
40+	Tues, Mar 31
21+	Wed, Apr 1
16+	Thu, Apr 2
12+	Fri, Apr 3
0+	Sat - Sun Apr 4 - 5