

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 You initiate the process by emailing the course instructor of your intent to be withdrawn from.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 A student who withdraws from all courses is automatically withdrawn from the University.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 Summer 2008. Credits in progress (Fall 2008) are not a factor in determining your appointment date.
3. You may register through WebAdvisor on or after your date to schedule.
4. For WebAdvisor scheduling instructions, go to <http://webadvisor.mnsfld.edu/>
5. 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.

Course Codes:

AM	Art majors only
BR	Broadcasting majors only
CM	Communication majors only
CORN	Course taught at CCFL
BSE	Education majors only
LIT	Library Information Tech majors only
MD1	First Modular courses (01/12/09 – 02/27/09)
MD2	Second Modular courses (03/09/09 – 05/01/09)
NUR	Nursing majors only
PM	Psychology majors only
PP	Professor's permission required
PR	Public Relations majors only
SA	Social Work & Anthro majors only
SAYR	Course taught at Robert Packer Hospital, Sayre, PA
SW	Social Work majors only
SSWA	Sociology, Social Work, Anthro majors only
VAR	Variable credit course
(W)	Writing course
#+	Minimum number of earned credits to register

After Course Numbers

L	Laboratory
R	Recitation

SPRING 2009

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

Earned Credits	Your day to register:
First year students with ID numbers 0210800 - 0375300 and Honor Students	Mon, Oct 27
First year students with ID numbers 0375301 – 0378470 and 110+ and 2 nd Degree and UG Certification	Tues, Oct 28
First year students with ID numbers 0378471 – 0386400 and 100+ and Assoc Degrees	Wed, Oct 29
95+ and Graduate Students	Thu, Oct 30
85+	Fri, Oct 31
70+	Sat, Nov 1
63+	Sun, Nov 2
60+	Mon, Nov 3
46+	Tues, Nov 4
33+	Wed, Nov 5
28+	Thu, Nov 6
0+	Fri - Sun Nov 7 – 9

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
PB	Patterson Building, Sayre
WWW	World Wide Web