

ACADEMIC SCHEDULING

Adding & Dropping a Course

A student may add or drop a course during the first seven calendar 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 tenth calendar day of classes.

Course Load

A student's normal academic work load is defined as 12 or more 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 Academic Dean for permission.

Repeating a Course

An "F" or "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 tenth 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 tenth 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 You initiate the process by emailing the course instructor of your intent to be withdrawn from.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 (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 A student who withdraws from all courses is automatically withdrawn from the University.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. Please contact Michelle Novitske at mnovitsk@mansfield.edu or 570.662.4874.

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 [Course Selection Sheet](#).
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 2021. Credits in progress (Spring 2022) are not a factor in determining your appointment date.
3. You may register through Student Self-Service 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 Student Accounts Office at 224 South Hall before attempting to register.

After Course Numbers

L Laboratory
R Recitation

Classroom Building Codes

On Campus

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

Off Campus

MUOL * MU Campus & Online
PB Patterson Building, Sayre
SAOL * Sayre Campus & Online
WWS Online w/Synchronous Activity
WWV Online

* Refer to syllabus for details

Fall 2022

REGISTRATION SCHEDULE
(Student Self-Service registration available daily from 8:00AM – Midnight)
March 21 – April 10

Earned Credits	Your day to register:
Athletes At-Risk Honors Program Military Nursing/Radiology/Respiratory Therapy Students with Disabilities	Mon, Mar 21
First semester freshmen with ID numbers 0511480 – 0541050 with less than 12 earned credits	Mon, Mar 28
Seeking Assoc Degree	Tue, Mar 29
Seeking 2 nd Bachelor's Degree	
Seeking UG Certification only	
Graduate Students	Wed, Mar 30
93+	Thurs, Mar 31
77+	Fri, Apr 1
61+	Sat, Apr 2
46+	Sun, Apr 3
35+	Mon, Apr 4
24+	Tues, Apr 5
12+	Wed, Apr 6
0+	Thurs, Apr 7
Online registration ends	Sun, Apr 10

Once online registration has ended, please bring your signed course selection sheet to the Registrar's Office at 224 South Hall.