

ACADEMIC SCHEDULING

Adding & Dropping a Course

A student may add or drop a course during the first seven calendar days of a semester (not including holidays).

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/Dean 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 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 You initiate the process by emailing the course instructor of your intent to be withdrawn from.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 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 A student who withdraws from all courses is automatically withdrawn from the University.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 available from absent@mansfield.edu.

Forms may be found online at:

<http://esd.mansfield.edu/forms-and-policies/forms.cfm>

Registration

Current Undergraduate & Graduate 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 Summer 2021. Credits in progress (Fall 2021) 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 holds, i.e. Student Accounts, and Admissions, to be cleared. If a balance exists on your account, please email student.accounts@mansfield.edu or stop by the Student Accounts Office, 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
SH South Hall

Off Campus

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

* Refer to syllabus for details

Spring 2022

REGISTRATION SCHEDULE
(Student Self-Service registration available daily **8:00AM – Midnight**)
October 18 – November 14

Earned Credits	Your day to register:
Athletes At-Risk Honors Program Military Nursing/Radiology/Respiratory Therapy Students with Disabilities	Mon, Oct 18
First semester freshmen with ID numbers 0434850 – 0529700	Mon, Oct 25
First semester freshmen with ID numbers 0529701 – 0532000	Tues, Oct 26
First semester freshmen with ID numbers 0532001 – 0539000	Wed, Oct 27
Seeking 2 nd Bachelor's Degree	Thur, Oct 28
Seeking Assoc Degree	Fri, Oct 29
Graduate Students	Sat, Oct 30
110+	Sun, Oct 31
97+	Mon, Nov 1
89+	Tue, Nov 2
77+	Wed, Nov 3
67+	Thur, Nov 4
61+	Fri, Nov 5
51+	Sat, Nov 6
37+	Sun, Nov 7
31+	Mon, Nov 8
24+	Tue, Nov 9
0+	Wed - Sun, Nov 10-14

Updated: 9/17/2021