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 2019. Credits in progress (spring 2020) are not a factor in determining your appointment date.
3. You may register through Colleague 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.

<table>
<thead>
<tr>
<th>After Course Numbers</th>
<th>L</th>
<th>Laboratory</th>
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<tbody>
<tr>
<td></td>
<td>R</td>
<td>Recitation</td>
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</tbody>
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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

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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.

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REGISTRATION SCHEDULE
(Colleague Self-Service registration available daily from 8:00AM – Midnight)
March 9 - 27

### Earned Credits

<table>
<thead>
<tr>
<th>Your day to register:</th>
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<tbody>
<tr>
<td>Athletes</td>
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<tr>
<td>At-Risk</td>
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<tr>
<td>Honors Program</td>
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<tr>
<td>Military</td>
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<tr>
<td>Nursing/Radiology/Respiratory Therapy</td>
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<tr>
<td>Students with Disabilities</td>
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</tbody>
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First semester freshmen with ID numbers 0410000 – 0525000 with less than 12 earned credits

### Seeking Assoc Degree

Tues, Mar 17

### Seeking 2nd Bachelor’s Degree


### Seeking UG Certification only

Graduate Students: Wed, Mar 18
- 110+: Thu, Mar 19
- 93+: Thu, Mar 19
- 83+: Fri, Mar 20
- 77+: Sat, Mar 21
- 70+: Sat, Mar 21
- 61+: Sun, Mar 22
- 51+: Mon, Mar 23
- 46+: Tues, Mar 24
- 39+: Wed, Mar 25
- 26+: Thu, Mar 26
- 16+: Fri, Mar 27
- 14+: Fri, Mar 27
- 12+: Fri, Mar 27
- 0+: Fri, Mar 27

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