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 2019. Credits in progress (fall 2019) 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 holds, i.e. Student Accounts, and Admissions, to be cleared. If a balance exists on your account, please 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
CCFL Corning Center Finger Lakes
DIXN Dixon Center, Harrisburg
MUOL * MU Campus & Online
NEB Northeast Bradford, Rome
PB Patterson Building, Sayre
SAOL * Sayre Campus & Online
TOW Towanda
WWW Online

* Refer to syllabus for details

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

Spring 2020

REGISTRATION SCHEDULE
(WebAdvisor registration available daily 8:00AM – Midnight)
October 14 – November 10

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<th>Earned Credits</th>
<th>Your day to register</th>
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<td>Athletes</td>
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Updated: 8/29/2019