

## 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 You initiate the process by emailing the course instructor of your intent to be withdrawn from.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 A student who withdraws from all courses is automatically withdrawn from the University.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 Ruth Hermansen at [rhermans@mansfield.edu](mailto:rhermans@mansfield.edu) or 570.662.4204.

## 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 2017. Credits in progress (spring 2018) 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 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

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

Fall 2018

**REGISTRATION SCHEDULE**  
(WebAdvisor registration available  
daily from **8:00AM – Midnight**)  
**March 26 - April 15**

Earned Credits	Your day to register:
Athletes At-Risk Honors Program Military Nursing/Radiology/Respiratory Therapy Students with Disabilities	Mon, Mar 26
First semester freshmen with ID numbers 0450800 – 0504900 with less than 12 earned credits	Mon, Apr 2
Seeking Assoc Degree	Tues, Apr 3
Seeking 2 <sup>nd</sup> Bachelor's Degree	
Seeking UG Certification only	
Graduate Students	Wed, Apr 4
110+	Thu, Apr 5
93+	Thu, Apr 5
83+	Fri, Apr 6
77+	Sat, Apr 7
70+	Sat, Apr 7
61+	Sun, Apr 8
51+	Mon, Apr 9
46+	Tues, Apr 10
39+	Wed, Apr 11
26+	Thu, Apr 12
16+	Fri, Apr 13
14+	Fri, Apr 13
12+	Fri, Apr 13
0+	Fri, Apr 13

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