

## 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 You initiate the process by emailing the course instructor of your intent to be withdrawn from.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 A student who withdraws from all courses is automatically withdrawn from the University.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](mailto: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 2020. Credits in progress (Spring 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 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 2021

**REGISTRATION SCHEDULE**  
(Student Self-Service registration available daily from 8:00AM – Midnight)  
**March 29 – April 18**

Earned Credits	Your day to register:
Athletes At-Risk Honors Program Military Nursing/Radiology/Respiratory Therapy Students with Disabilities	Mon, Mar 29
First semester freshmen with ID numbers 0417000 – 0534000 with less than 12 earned credits	Fri, Apr 2
Seeking Assoc Degree	} Sat, Apr 3
Seeking 2 <sup>nd</sup> Bachelor's Degree	
Seeking UG Certification only	
Graduate Students	Sun, Apr 4
93+	Mon, Apr 5
77+	Tues, Apr 6
61+	Wed, Apr 7
46+	Thurs, Apr 8
35+	Fri, Apr 9
24+	Sat, Apr 10
12+	Sun, Apr 11
0+	Mon, Apr 12
Online registration ends	Sun, Apr 18

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