

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 You initiate the process by emailing the course instructor of your intent to be withdrawn from.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 A student who withdraws from all courses is automatically withdrawn from the University.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

**REGISTRATION SCHEDULE**  
(WebAdvisor registration available  
daily **8:00AM – Midnight**)  
**October 12 – November 8**

Earned Credits	Your day to register:
Athletes At-Risk Honors Program Military Nursing/Radiology/Respiratory Therapy Students with Disabilities	Mon, Oct 12
First semester freshmen with ID numbers 0245000 – 0518670	Mon, Oct 19
First semester freshmen with ID numbers 0518671 – 0522900	Tues, Oct 20
First semester freshmen with ID numbers 0522901 – 0530000	Wed, Oct 21
Seeking 2 <sup>nd</sup> Bachelor's Degree	Thur, Oct 22
Seeking Assoc Degree	Fri, Oct 23
Graduate Students	Sat, Oct 24
110+	Sun, Oct 25
97+	Mon, Oct 26
89+	Tue, Oct 27
77+	Wed, Oct 28
67+	Thur, Oct 29
61+	Fri, Oct 30
51+	Sat, Oct 31
37+	Sun, Nov 1
31+	Mon, Nov 2
24+	Tue, Nov 3
0+	Wed - Sun, Nov 4-8

Updated: 9/25/2020