

Registration Information and Add/Drop Dates – Spring 2017

Add/Drop Period:	January 17-25, 2017 nbsregistrar.rutgers.edu/undergrad/s17ugcal.htm	
Where to add/drop classes:	webreg.rutgers.edu 6:30 a.m. – midnight (weekdays), 6:30 a.m. – 2:00 p.m. (Saturday) sis.rutgers.edu/soc View open and closed courses and check course registration restrictions	
When to add/drop classes:	ADDING CLASSES:	Tuesday, January 17 – Wednesday, January 25
	DROPPING CLASSES:	Tuesday, January 17 – Tuesday, January 24
Add/Drop Schedule:	Date	Who Can Add/Drop
	Tuesday, January 17	60 or more credits
	Wednesday, January 18 – Wednesday, January 25	All Students

TUESDAY, JANUARY 24 IS THE LAST DAY TO DROP A COURSE WITHOUT A "W"

Things to keep in mind when adding and dropping classes:

- **Review your classes** when you finish dropping courses to be certain your program is correct.
- **Class periods on the three New Brunswick Campuses** (Busch/Livingston, CAC/Downtown New Brunswick, and Cook/Douglass) **are staggered**, with the starting times of first period set at 8:10am for CAC/DNB, 8:40am for B/L, and 9:15am for C/D. **Travel time between campuses** must be a minimum of 50 minutes for daytime classes and 40 minutes for evening classes (after 4:30pm).
- A class schedule grid can be found here:
<https://scheduling.rutgers.edu/sites/default/files/pdf/scheduling/class-schedule-grid.pdf>

Registration Assistance:

The SAS Advising Centers on all campuses as well as the Registrar's Office in the Administrative Services Building (Busch Campus) will be open weekdays from 8:30 a.m. to 5:00 p.m. to assist students with registration.

Adding a Class After the Add/Drop Period:

Adding a class after January 25 requires permission from the course instructor for late registration.

- Go to the instructor or the department offering the course to obtain a written endorsement.
- It must be on departmental letterhead or in an email from an official Rutgers email account.
- It should include a special permission number.
- Bring it to an SAS Advising Center to request approval (see top of sheet for locations).
- **Remember: There are NO refunds for withdrawing from a class after January 24.**

Academic Advising:

Deans and advisors will be available on a walk-in basis in the SAS Advising Centers and in all departments beginning Tuesday January 17. Advising by appointment will resume on Monday, January 23.

Where to View a Current Schedule:

Throughout the semester, students may view their current schedule online at my.rutgers.edu.

Important Dates:

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| • Saturday Classes Begin | Saturday, January 21 |
| • Last Day to Drop a Course Without a "W" | Tuesday, January 24 |
| • Last Day to Add a Course using WebReg | Wednesday, January 25 |
| • Last Day for Seniors to elect the Pass/No Credit option | Monday, February 20 |
| • Last Day to Drop a course by Withdrawal** | Monday, March 20 |
| • Last Day to Withdraw from school (drop all classes) | Monday, April 17 |

**Important Notes:

- **Traditional students** may use WebReg to withdraw from courses through March 20 as long as they will still retain 12 credits of scheduled classes. Traditional students **MUST** maintain a minimum load of **12 GRADED credits** ("W" is NOT considered to be a grade); the maximum credit load is 20.5 credits.
- **Non-traditional students** may use WebReg to withdraw from courses through March 20 as long as they will still retain 1 active course, **but there will be NO REFUND for classes dropped after January 24.**
- Requests for permission for non-traditional/part-time status must be approved before the first day of classes.

Confirm the Accuracy of Your Schedule:

- It is the **personal responsibility of all students** to confirm that they are registered appropriately.
- Check your registration status to be certain that withdrawal attempts are successful.