Registration Information and Add/Drop Dates – Spring 2017

Add/Drop Period: January 17-25, 2017
nregistrar.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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Who Can Add/Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, January 17</td>
<td>60 or more credits</td>
</tr>
<tr>
<td>Wednesday, January 18</td>
<td>All Students</td>
</tr>
<tr>
<td>– Wednesday, January 25</td>
<td></td>
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</tbody>
</table>

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:

- 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.