Thursday, January 29 is the last day to drop a class without a “W”

**ADD/DROP PERIOD:** January 20-30, 2015

**WebReg:** [http://webreg.rutgers.edu](http://webreg.rutgers.edu)
6:30 a.m. – midnight (weekdays); 6:30 a.m. – 2:00 p.m. (Saturday)

**ADDING CLASSES:** Students may ADD classes from Tuesday, January 20 – Friday, January 30, according to the schedule below.

Review your classes when you finish adding classes to be certain your program is correct!

**DROPPING CLASSES:** Students may DROP classes from Tuesday, January 20 – Thursday, January 29

Review your classes when you finish dropping courses to be certain your program is correct!

**NOTE:** The last day to DROP a class is a **day before the last day to ADD a class!**

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 Scheduling Grid can be found here: [http://scheduling.rutgers.edu/downloads/class_schedule_grid.pdf](http://scheduling.rutgers.edu/downloads/class_schedule_grid.pdf)

Thursday, January 29 is the last day to drop a class without a “W”

**ADD/DROP SCHEDULE:**

**Date** | **Students with:**
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Tuesday, January 20 | 60 or more credits
Wednesday, January 21 – Friday, January 30 | All students

**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 from 8:30 a.m. to 5:00 p.m. weekdays January 20 – January 30 to assist students with registration.

**TO ADD A CLASS AFTER January 30:** Go to the department offering the course to obtain a written endorsement for late registration (including a special permission number), and bring to an SAS Academic Advising Center to request approval (see above for locations).

**REMEMBER:** Additions made after January 30 require a Special Permission # and a dated endorsement from the department or instructor.

**ACADEMIC ADVISING:** Deans will be available on a walk-in basis in the SAS Academic Advising Centers and in all departments beginning January 20. Advising by appointment will resume Monday, January 26.

**VIEW CURRENT SCHEDULE:** Throughout the Fall semester, students may view their current schedule on [MyRutgers](http://sasundergrad.rutgers.edu/). Official notices will be posted here.

**IMPORTANT DATES:**

- Saturday Classes Begin: Saturday, January 24
- Last Day to Drop a Course Without a “W”: Thursday, January 29
- Last Day to Add a Course using WebReg: Friday, January 30
- Last Day for Seniors to elect the Pass/No Credit option: Friday, February 20
- Last Day to Drop a course by Withdrawal**: Monday, March 23
- Spring Recess: March 16 – March 22
- Last Day to Withdraw from school (drop all classes): Monday, April 20

**IMPORTANT NOTES:**

- Traditional students may use WebReg to withdraw from courses through March 23 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 as a grade); the maximum credit load is 20.5 credits.
- Non-traditional students may use WebReg to withdraw from courses through March 23 as long as they will still retain 1 active course, **but there will be NO REFUND for classes dropped after January 29.**

Requests for permission for non-traditional/part-time status must be approved before the first day of classes.

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!