Add/Drop Period: January 19-27, 2016
webreg.rutgers.edu

Where to add/drop classes:

webreg.rutgers.edu
sis.rutgers.edu/loc

View open and closed courses if it's before your day to log into Webreg or when Webreg is closed.

When to add/drop classes:

ADDING CLASSES: Tuesday, January 19 – Wednesday, January 27
DROPING CLASSES: Tuesday, January 19 – Tuesday, January 26

Add/Drop Schedule:

Date: Tuesday, January 19
Who Can Add/Drop: 60 or more credits

Date: Wednesday, January 20 – Wednesday, January 27
Who Can Add/Drop: All Students

**TUESDAY, JANUARY 26 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: sasundergrad.rutgers.edu/class-schedule-grid

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. to assist students with registration.

Adding a Class After the Add/Drop Period:

Adding a class after January 27 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 26.

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 19. Advising by appointment will resume on Monday, January 25.

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 23
- Last Day to Drop a Course Without a “W”: Tuesday, January 26
- Last Day to Add a Course using WebReg: Wednesday, January 27
- Last Day for Seniors to elect the Pass/No Credit option: Monday, February 22
- Last Day to Drop a course by Withdrawal**: Monday, March 21
- Last Day to Withdraw from school (drop all classes): Monday, April 18

**Important Notes:

- Traditional students may use WebReg to withdraw from courses through March 21 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 21 as long as they will still retain 1 active course, but there will be NO REFUND for classes dropped after January 26.
- 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.