Registration Information and Add/Drop Dates – Fall 2016

Add/Drop Period: September 6-14, 2016
nregistrar.rutgers.edu/undergrad/f16ugcal.htm

Where to add/drop classes:
webreg.rutgers.edu
sis.rutgers.edu/soc
6:30 a.m. – midnight (weekdays), 6:30 a.m. – 2:00 p.m. (Saturday)
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, September 6 – Wednesday, September 14
• DROPPING CLASSES: Tuesday, September 6 – Tuesday, September 13

Add/Drop Schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Who Can Add/Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, September 6</td>
<td>60 or more credits</td>
</tr>
<tr>
<td>Wednesday, September 7 –</td>
<td>All Students</td>
</tr>
<tr>
<td>Wednesday, September 14</td>
<td></td>
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</tbody>
</table>

Tuesday, September 13 is the last day to drop a course without a "W"

Things to keep in mind when adding and dropping courses:

• 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 September 14 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 September 13.

Academic Advising:
Deans and advisors will be available on a walk-in basis in the SAS Advising Centers and in all departments beginning Tuesday September 6. Advising by appointment will resume on Monday, September 12.

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, September 10
• Last Day to Drop a Course Without a "W" Tuesday, September 13
• Last Day to Add a Course using WebReg Wednesday, September 14
• Last Day for Seniors to elect the Pass/No Credit option Friday, September 30
• Last Day to Drop a course by Withdrawal** Monday, October 31
• Last Day to Withdraw from school (drop all classes) Monday, November 28

**Important Notes:
• Traditional students may use WebReg to withdraw from courses through October 31 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 October 31 as long as they will still retain 1 active course, but there will be NO REFUND for classes dropped after September 13.
• 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.

August 2016