Registration Information and Add/Drop Dates – Fall 2015

Add/Drop Period: September 1-9, 2015
nbregistrar.rutgers.edu/undergrad/F15ugcal.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 if it’s before your day to log into WebReg or when WebReg is closed.

When to add/drop classes:
- ADDING CLASSES: Tuesday, September 1 – Wednesday, September 9
- DROPING CLASSES: Tuesday, September 1 – Tuesday, September 8

Add/Drop Schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Who Can Add/Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, September 1</td>
<td>60 or more credits</td>
</tr>
<tr>
<td>Wednesday, September 2– Wednesday, September 9</td>
<td>All Students</td>
</tr>
</tbody>
</table>

**TUESDAY, SEPTEMBER 8 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 8/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 9 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 8.

Academic Advising:
Deans and advisors will be available on a walk-in basis in the SAS Advising Centers and in all departments beginning Monday, August 31. Advising by appointment will resume on Tuesday, September 8.

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 5
- **Last Day to Drop a Course Without a “W”** Tuesday, September 8
- **Change in Class Schedule: MONDAY CLASSES TODAY!** Tuesday, September 8
- **Last Day to Add a Course using WebReg** Wednesday, September 9
- **Last Day for Seniors to elect the Pass/No Credit option** Wednesday, September 30
- **Last Day to Drop a course by Withdrawal** Monday, October 26
- **Last Day to Withdraw from school (drop all classes)** Monday, November 23
- **Change in Class Schedule: FRIDAY CLASSES TODAY!** Wednesday, November 25

**Important Notes:**

- **Traditional students** may use WebReg to withdraw from courses through October 26 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 26 as long as they will still retain 1 active course, but there will be NO REFUND for classes dropped after September 8.
- 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.