

Academic Services for Student-Athletes

Registration

The following policies and procedures are taken from the Registrar's Office.

Registration

Registration is the process by which students reserve space in classes using Web Registration. Students who have registered for classes must also *enroll* during the designated enrollment period. Web Registration can be accessed through IrishLink.

Enrollment

All students are required to enroll using Web Enrollment each semester. This is a separate procedure from *registration*. By completing Web Enrollment a student informs the University Registrar of his or her intention to pursue classes for which they have registered. **Enrollment must be completed by midnight on the 7th class day.** Web Enrollment can be accessed through IrishLink.

Student Advising and PINs

Students obtain their Personal Identification Number (PIN) required for Web Registration from their respective college and/or major departments. The Office of Academic Services for Student-Athletes cannot give a student-athlete their PIN. Because the advising process varies among the colleges and departments, students should contact their major department for guidelines.

Academic Services for Student-Athletes encourages all upper-class students to take advantage of their advisors in each college/department and speak to them about major requirements, program changes, etc. First Year students should meet with their respective First Year advisors. In addition, freshmen have mandatory meetings with their intended colleges in order to obtain spring PINs.

Add/Drop

According to the Academic Code, (11.2-3): "A student may add courses only during the **first seven class days** of the semester. Courses may be dropped at the discretion of the student during the **first seven days** of the semester. After this period the student must have the approval of the dean. A person who withdraws from class without permission of the dean will fail the class. A course may be dropped up to one week after the distribution of mid-semester deficiency reports, but the dean's approval will not be granted if the student's remaining course load falls below the full-time course load for a degree-seeking student. A course may be dropped after this time only in cases of serious physical or mental illness. Courses dropped after this period will be posted on the academic record with the grade of "W."

First Year students must see their First Year advisors. Permission to withdraw from a course is not granted until the dean formally gives approval to the request.

Pass/Fail

According to the Academic Code, (19.1): "Each junior or senior undergraduate may file with their dean during the **first seven class days** of the semester the decision to take one elective course, outside the student's major department and not required by the student's program, per semester on a pass/fail basis." All Pass/Fail Options are processed and approved in the dean's office.

Students may not take a class on a pass/fail basis during the summer session.