

REGISTRATION POLICIES

Adding a Class or Registering Late (<http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-08%20Adding%20or%20dropping%20a%20course.pdf>)

For courses offered over a regularly scheduled academic term, a student may be able to add a course or courses with approval and signature of the course instructor. After the 15th day, the signature of the course instructor, and dean (or designee) of the college in which the student is enrolled is needed to add a course or courses. During a regularly scheduled academic term, a student may drop a course or courses electronically through the fifteenth calendar day of the term.

For courses offered over a regularly scheduled academic term, a student may add a course or courses within the first five calendar days of a fall or spring term with no signature required. Between the sixth calendar day and the 15th calendar day of a regularly scheduled academic term, a student may be able to add a course or courses with approval and signature of the course instructor.

After the 15th day, the signature of the course instructor, and dean (or designee) of the college in which the student is enrolled is needed to add a course or courses. During a regularly scheduled academic term, a student may drop a course or courses electronically through the fifteenth calendar day of the term.

For courses offered during summer term, comprised of four sessions, and/or for courses offered for a part of term (POT), the add/drop period is prorated.

A late registration fee is assessed for initial registrations on or after the first day of the semester. For more information regarding late fee assessment, please review the Treasurer's Office Finance Brochure (http://www.utoledo.edu/offices/treasurer/finance_brochures.html).

Dropping a Class (<http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-08%20Adding%20or%20dropping%20a%20course.pdf>)

During the first 15 calendar days of the term (pro-rated for summer and special sessions), a student may drop from a class with no record on the student's transcript. A student may drop a course or courses electronically through the fifteenth calendar day of the term.

Withdrawing from a Class

Students who decide not to attend or stop attending any or all classes for which they have registered must drop or withdraw from the course(s). Drops and withdrawals can be processed online through the myUT (<http://myut.utoledo.edu/>) portal (provided there are no holds), and can also be processed at Rocket Solution Central (RSC) located in Rocket Hall, Room 1200, regardless of having a hold. Failure to drop or withdraw from a course for which a student has stopped attending may result in a grade of "F." Specific drop and withdrawal dates for a term are listed on the University's academic calendar and here (<https://www.utoledo.edu/>

<https://www.utoledo.edu/>offices/registrar/add-drop-withdraw/), or by contacting Rocket Solution Central (RSC) at 419.530.8700.

In the event that a student becomes critically ill or injured during the course of the semester, the student should contact the Registrar's Office for information on the Medical Drop/Withdrawal process. There are deadlines associated with this process so contacting the Registrar's Office should be done as soon as possible.

WARNING: Withdrawing from a course(s) will result in a grade of "W," which will appear on your official transcripts. Once a withdrawal is processed, it cannot be rescinded. Based on the date of withdrawal, fees may or may not be adjusted. Since withdrawn courses reduce your enrolled hours, withdrawing from courses may have an adverse effect on financial aid benefits, scholarships, loan deferments, athletic eligibility, health insurance, veterans benefits, degree requirements and other areas. If you are uncertain what effect withdrawing from the course(s) would have, it is recommended that you contact the appropriate department for guidance.

Withdrawal Policies of Colleges

Colleges may limit the total number of withdrawals a student may accumulate. Consult the appropriate college section of this catalog.

Academic Course Overload

An undergraduate student who attempts 21 semester credit hours in fall and/or spring (18 semester hours for graduate students) is considered to be on Academic Overload. In order to register for additional hours above those set limits, students should contact their college office. If approved, the college office will notify the Registrar's Office and your maximum hours will be increased, allowing you to add additional courses.

Refund Policy

Policies related to refund of fees for changes of schedule are presented in the University's Schedule of Classes for the semester or The University of Toledo Finance Brochure (https://www.utoledo.edu/offices/treasurer/finance_brochures.html). The date used to determine eligibility for refund shall be the date the drop transaction is processed. Failure to attend class, giving notice to an instructor, stopping payment on a check that was used to pay fees, or similar unofficial notice to any University office will not be considered official notice.

The University's refund policy includes provisions to conform to the Higher Education Amendments of 1998 and the Return of Title IV Funds regulations published on November 1, 1999.

Registration/Scheduling

Information related to scheduling/registration procedures is described on the Office of the Registrar's website at www.utoledo.edu/offices/registrar/ (<http://www.utoledo.edu/offices/registrar/>). Students with disabilities may have priority registration through the Student Disability Services.