

Registration

Changes in Registration (Adding & Dropping)

Registration deadlines for standard fall and spring semester courses are posted in the online Dates and Deadlines calendar (<https://www.ndsu.edu/registrar/dates/>). Deadlines for variable length and summer session courses are adjusted proportionately and are also available online (see Summer Registration information). Students ultimately are responsible for all course registration activity and they are expected to monitor their schedule of classes and drop courses that they do not intend to complete by the published deadlines; this includes dropping individual courses or withdrawing from a semester.

Adding Courses/Sections

Students may add courses to their schedules via Campus Connection until the published deadline to add online. After the deadline to add online, an authorized "Class Permit" for each course to be added must be acquired from the department offering the course and submitted to the Office of Registration and Records (<https://www.ndsu.edu/registrar/>) or NDSU One Stop (<https://www.ndsu.edu/onestop/>).

Enrollment Add Deadline & Class Permits

All undergraduate and graduate students are expected to have added their courses via Campus Connection one week from the start of the semester. After one week, departments/instructors must provide student(s) with a course permit to add course(s). Class permits are accepted through the fourth week of a semester. Full semester course additions will not be processed after fourth week enrollment census, unless approved by the Graduate School Dean or the Registrar. Contact the Office of Registration and Records for course add deadline (https://www.ndsu.edu/registrar/dates/course_add_deadline/) information.

Dropping Courses/Sections & Administrative Drops

Students who register and determine they no longer wish to be enrolled **on or after the first day of classes** are responsible for all course registration activity and should drop courses that they do not intend to complete. Student failure to drop courses by posted deadlines will result in failing grades and debt owed the university.

No-record drops: Students may drop a course from their schedule without it appearing on their academic record until the published *No Record Drop* deadline for standard and variable length courses.

Record (W) drops: Students may continue to drop courses after the no-record drop period until the published *Drop* deadline for standard and variable length courses. However, such drops are recorded on student transcripts with 'W'. Grades of W do not count as attempted credit for grade-point averages on the academic record, but are counted in attempted credits for financial aid satisfactory academic progress (<https://www.ndsu.edu/onestop/finaid/sap/>) (SAP).

Instructor Drop Procedure: Instructors or departments have the option to administratively drop students who have not attended the first week (and in some cases, the first meeting) of a lecture or laboratory, or who do not meet all course pre-requisites or co-requisites. Administrative course drop requests made by instructors/departments should be submitted to the Office of Registration and Records within the first week of a class meeting for processing. As indicated, students are responsible for all course registration activity; students should not rely on instructors or departments administratively dropping them.

Cancellation of Registration (before classes start)

Students who register and then decide not to attend NDSU **before** the semester start date must cancel their registration by submitting a **Cancellation of Registration/Withdraw to Zero Credits** form. Forms must be submitted to NDSU One Stop. Cancellations are not accepted by telephone, and it is not possible to cancel registration or to drop an only or last course online using Campus Connection. Cancellations completed **prior to the semester start date** result in a full refund and no academic transcript.

Withdrawal to Zero Credits (after classes have started)

Students who have registered and then wish to drop all courses **after the semester start date** must officially withdraw from the university. Failure to initiate the withdrawal process may result in 'F' grades and financial obligations that otherwise might be avoided. Refund (<https://www.ndsu.edu/onestop/accounts/refunds/>) information may be reviewed on the One Stop website. Steps to withdraw from all courses include the following:

1. Read and complete the Cancellation of Registration/Withdraw to Zero Credits Form (<https://www.ndsu.edu/registrar/forms/withdraw/>). Submit to NDSU One Stop.
2. Students are responsible for any unpaid bills at the time of withdrawal.
3. Withdrawal forms must be submitted by the published deadline of the semester. Withdrawals after this date will not be processed without evidence of a compelling reason or circumstance beyond the student's control.
4. Students should not attempt to drop all of their courses, their last course, or their only course on Campus Connection.

5. Unlike refunds for individual course drops, withdrawal refunds (https://www.ndsu.edu/onestop/accounts/dropping_withdrawing/) are prorated and are based on complete withdrawals from all courses, course lengths, and withdrawal dates.
6. If a final grade for any course taken in the semester is posted to the NDSU transcript, students are not eligible to Withdraw to Zero Credits. Students may drop the remainder of courses in accordance with the published drop deadlines for the semester (see Dropping Courses/Sections & Administrative Drops above). Students may view their unofficial transcript in Campus Connection.

Retroactive Withdrawals

Students seeking to withdraw after final grades have been posted to the academic transcript as a result of extenuating circumstances beyond their control may appeal for a retroactive withdrawal. Retroactive withdrawals must be considered for all courses taken in one or more semesters as a result of these extenuating circumstances; selective course drops are not allowed. A student will complete the *Appeal for Retroactive Withdrawal*, which requires:

- the student to acknowledge a series of academic statements;
- provide a detailed explanation of the extenuating circumstances that were beyond the control of the student and impacted the student's learning during the identified semester(s), and;
- includes dated documented evidence of the circumstance which prevented the student from either learning during the semester or from withdrawing on or before the published deadline for the semester(s).

Once the appeal material is complete, the *Appeal for Retroactive Withdrawal* may be submitted to the Office of Registration and Records. Appeals are reviewed and final decisions are rendered in the college of the student's current academic major by either a designated individual or appointed committee. Decisions by the college are final.

Students must submit An *Appeal for Retroactive Withdrawal* prior to 3 years after the term of the last date of attendance in that semester.

The appeal request must be submitted prior to three years after the term of the last date of attendance at NDSU.