

# Registration

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## Changes in Registration

Registration deadlines for all courses are posted in the online Dates and Deadlines calendar (<https://www.ndsu.edu/registrar/dates/>). Deadlines for regular and variable length courses, as well as summer session courses, are adjusted proportionately. Students are always responsible for course registration activity and they are expected to review and monitor their schedule of classes and drop courses that they do not intend to complete by published dates and deadlines; this includes dropping individual courses or withdrawing from a semester. Questions related to registration should be directed to the Office of Registration and Records (<https://www.ndsu.edu/registrar/>).

## Adding & Dropping Individual Courses

### Enrollment Add Deadline

Students may add courses to their schedules via Campus Connection until the published deadline in the Dates and Deadlines calendar.

### Class Permits

All students are expected to have added their courses via Campus Connection one week from the start of the semester. After the deadline to add via Campus Connection, 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 or One Stop (<https://www.ndsu.edu/onestop/>). Class permits are accepted through the fourth week of a regular semester. Course additions will not be processed after the fourth week enrollment census, unless approved by the Graduate School Dean or the Registrar.

## Dropping Courses

Students who register and determine they no longer wish to be enrolled in a class is responsible to drop the classes that they do not intend to complete. Student failure to drop courses by published deadlines will result in failing grades and debt owed the university based on the NDUS Financial Obligation Agreement (<https://www.ndsu.edu/onestop/financial-obligation-agreement/>) (FOA) that the student accepts when registering for classes. Students drop classes via Campus Connection through the semester drop deadlines published in the online Dates and Deadlines calendar. Students wishing to drop all of their classes in a semester need to refer to the Withdrawing to Zero Credits section below.

- **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. Refer to the Dates and Deadlines calendar for both regular session and variable session no-record drop deadlines.
- **Record (W) drops:** Students may continue to drop courses after the no-record drop period until the published *With Record 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). Refer to the Dates and Deadlines calendar for both regular session and variable session with-record drop deadlines.

## Administrative Drop

Administrative drops are used in courses with high demand that typically have significant wait list numbers. At no time should students rely on instructors or departments to administratively drop them from classes. 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 high demand lecture or laboratory course, or students who do not meet all course pre-requisites or co-requisites. Administrative course drop requests made by instructors/departments are submitted to the Office of Registration and Records within the first week of a class meeting for processing.

## Withdrawing to Zero Credits in a semester

- **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 ([https://www.ndsu.edu/onestop/withdrawing-classes/?CONTEXTIDPARAMS=TEMPLATE\\_ID](https://www.ndsu.edu/onestop/withdrawing-classes/?CONTEXTIDPARAMS=TEMPLATE_ID)

[https://www.ndsu.edu/onestop/withdrawing-classes/?CONTEXTIDPARAMS=TEMPLATE\\_ID](https://www.ndsu.edu/onestop/withdrawing-classes/?CONTEXTIDPARAMS=TEMPLATE_ID) %3aPTPPNAVCOL&scname=G\_NCOL\_NDSU\_NDUS\_EFORMS&PanelCollapsible=Y&PTPPB\_GROUPLET\_ID=G\_TILE\_NDSU\_NDUS\_EFORMS&CRefName=G\_T form. Forms must be submitted to NDSU One Stop. **It is not possible for a student to cancel registration online using Campus Connection; students must submit the form.** Cancellations are not accepted by telephone. Cancellations completed **prior to the semester start date** result in a full refund and no courses appear on the 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 by submitting a Cancellation of Registration/Withdraw to Zero

Credits ([https://www.ndsu.edu/onestop/withdrawing-classes/?CONTEXTIDPARAMS=TEMPLATE\\_ID](https://www.ndsu.edu/onestop/withdrawing-classes/?CONTEXTIDPARAMS=TEMPLATE_ID)

%3aPTPPNAVCOL&scname=G\_NCOL\_NDSU\_NDUS\_EFORMS&PanelCollapsible=Y&PTPPB\_GROUPLET\_ID=G\_TILE\_NDSU\_NDUS\_EFORMS&CRefName=G\_T form by the semester deadline published on the Dates and Deadlines calendar. **It is not possible for a student to withdraw from all of their classes in a semester online using Campus Connection; students must submit the form.** Failure to initiate the withdrawal process will result in the grades earned in the course appearing on the academic transcript and financial obligations owed to the university. Tuition refund (<https://www.ndsu.edu/onestop/effects-dropping-or-withdrawing/>) 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. 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 received after this date will not be processed. Students who have a documented compelling reason or circumstance which prevented them from submitting the Withdraw to Zero Credits form by the published deadline may appeal using the Missed Deadline Appeal (<https://www.ndsu.edu/sites/default/files/onestop/Forms/deadlineappeal.pdf>) (grades not yet posted to record) or the Retroactive Withdraw Appeal (see the section below).
4. Students should not attempt to drop all of their courses, their last course, or their only course via Campus Connection.
5. Unlike refunds for individual course drops, withdrawal refunds ([https://www.ndsu.edu/onestop/accounts/dropping\\_withdrawing/](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 Adding/Dropping Individual Courses 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, which is documented with dated evidence, may appeal for a retroactive withdrawal. Students must submit An *Appeal for Retroactive Withdrawal* prior to 3 years after the close of the term being requested. Retroactive withdrawals appeals (<https://www.ndsu.edu/sites/default/files/onestop/Forms/retroactivewithdraw.pdf>) **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 understanding a series of academic statements;
- provide a detailed explanation that includes dates of the extenuating circumstance, which was beyond the control of the student that impacted the student's learning during the identified semester(s), and;
- includes dated documented evidence of the circumstance which prevented the student from either disrupted learning during the semester or from withdrawing on or before the published deadline for the semester(s).

Once the appeal material is gathered, the student will submit the *Appeal for Retroactive Withdrawal* and all supporting documentation 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.