



Adding/ Dropping Classes and Deadlines

Dropping Classes

*Before the Deadline for Registration Changes**

No tuition will be charged and will not affect your grades. (Follow *Step 6*) in the Registration Steps.

*After the Deadline for Registration Changes**

You will be charged a portion of the tuition for the class, depending on the date you withdraw.

You will be assigned a grade of **Withdrawal (W)** if it's before the *Withdrawal Deadline date*. You cannot drop a class after the *Withdrawal Deadline*.

Follow *Step 6* in the Registration Steps

Know your options on **Academic and Financial Appeals**.

Adding Classes

*Before the Deadline for Registration Changes**

You can add classes by yourself on PAWS (no permission is needed). (Follow *Step 5*) in the Registration Steps.

*After the Deadline for Registration Changes**

Late registration for classes may be possible:

If you register yourself through PAWS you must fill out the *Class Override and/or Late Enrolment in a class (PDF)* and get both the instructor and the head of the department offering the class to sign it for approval.

Submit the completed form to *Student Central* to be registered in the class. A non-refundable \$35.00 fee is charged for each class added.

If you are in a college that registers you in classes you need to consult with your College. A non-refundable \$35.00 fee is charged.

Registration Deadlines

| Term | Deadline for Registration Changes (100% Tuition Credit)* | Withdraw with 75% tuition credit | Withdraw with 50% tuition credit** | Withdraw with no tuition credit** | Withdrawal Deadline*** |
|------------------------------|--|----------------------------------|------------------------------------|-----------------------------------|------------------------|
| T1T2 classes (Sep 3-April 8) | Sep 16, 2014 | Sep 17- 30, 2014 | Oct 1-15, 2014 | After Oct 15, 2014 | Feb 15, 2015 |
| T1 classes (Sep 3-Dec 5) | Sep 16, 2014 | Sep 17-23, 2014 | Sep 24 -30, 2014 | After Sep 30, 2014 | Nov 15, 2014 |
| T2 classes (Jan 5 - April 8) | Jan 16, 2015 | Jan 17-23, 2015 | Jan 24- 30, 2015 | After Jan 30, 2015 | Mar 15, 2015 |

Please Note:

All registration changes must be completed by 11:59 p.m. on the specified dates above.

The dates above were calculated using the *add/drop deadline formula*.