

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

REGISTRATION AND SCHEDULE ADJUSTMENTS

<u>Number</u>	02.01.13
<u>Division</u>	Academic Affairs
<u>Date</u>	October 2002Revised March 82023
<u>Purpose</u>	To establish a policy and set of procedures governing the dates, priority, and parameters of registration, as well as the adjustment of undergraduate and graduate student schedules after the beginning of an academic term.
<u>Policy</u>	UAH publishes dates for registration and schedule adjustment in the academic calendar for each term. Students are allowed to register based on a prioritization schedule and the student's academic standing. Students are allowed to make unlimited changes to their schedules during the regular enrollment period preceding an academic term without assistance and without seeking permission or approval, unless there is a hold on their account. After the term begins, undergraduate and graduate students requesting schedule adjustments must complete appropriate forms as defined in the following procedures.
<u>Procedures</u>	<p>Registration prior to a term:</p> <p>A. Dates</p> <p>Dates for the beginning of registration shall be determined by the Office of the Provost based upon the first day of classes for each term. Exact dates for each academic term are posted on the Registrar's website and academic calendar.</p> <p>B. Priority order for registration</p> <p>The following groups of students will be allowed to register first and second days of official registration (and on all subsequent days):</p> <ol style="list-style-type: none">1. Student Athletes2. Students currently active in the Honors College3. Students with a documented disability and from priority registration has been determined to be a reasonable accommodation by UAH Disability Services

4. Veterans with honorable discharge and active duty service members
5. Other groups may be granted priority upon approval by the Office of the Provost.

After that, students will be allowed to register in the following order:

Second day of official registration (and on all subsequent days): Seniors (Students with 91 or more credits)

Third and fourth days of official registration (and on all subsequent days): Juniors (students with 90 credit hours)

Fifth day of official registration (and on all subsequent days): Sophomores (students with 60-credit hours).

Returning Freshmen (students with 30-credit hours) are allowed to register on the sixth business day of registration.

athletics eligibility, visa status, veterans, etc.

Through the sixth day of classes for a ~~week~~ or fifteen ~~week~~
semester, fourth day of a ~~seven~~ week semester, or third day of a

assignments that may be submitted by an auditing student. Students who elect to audit a course may not at any point after electing to audit change to "for credit", i.e., graded status. Any student failing to follow this policy will be removed from the course. (ay)W