

# *Course and University Withdrawal Information*

<i>January 5</i>	<i>Last date to register without \$100.00 fee penalty.</i>
<i>January 11</i>	<i>Late Registration ends. Last date to register.</i>
<i>January 12</i>	<i>Classes begin.</i>
<i>January 19</i>	<i>Last day for drop and add. Last day for 100% refund. If withdrawn from a course or the University after this date, tuition will be charged.</i>
<i>February 9</i>	<i>Last day for withdrawing from a course or the University without academic penalty.</i>
<i>Feb 10-Mar 25</i>	<i>If withdrawn from a course or the University during this period, a grade of “WP” or “WF” will be awarded.</i>
<i>March 26</i>	<i>If withdrawn from a course or the University on or after this day, a grade of “WF” will be awarded.</i>

## **Student Registration Responsibilities**

**When a student is officially registered for a course, it is the student’s responsibility, not the instructor, to officially withdraw from the course or the University.** Failure to notify the University before the end of the 100% refund period will result in the student being responsible for late fees and charges.

**It is the student’s responsibility to check all fees via Bulldog Connection and the University Catalog.** A student is not officially registered until all fees are paid prior to the registration deadline.

**When making a Registration Change, it is the student’s responsibility to ensure that the proper form has been processed by the published deadlines on the Academic Calendar.**

Should you decide not to attend a class or not come to school after you have officially completed Registration, **you should complete a Drop/Add Form to drop the course. To withdraw from the University, it is necessary to complete a University Withdrawal Form.** These procedures should be followed even if you registered “Early” and are unable to return.