

# ADVANCE REGISTRATION

March 27 through March 30, 2018

Advance Registration is for eligible students who are currently enrolled at Washburn University during Spring 2018. Follow enrollment instructions listed under **Steps for Enrollment** on page 3. In order to access Web registration and build your course schedule, you will have to observe the schedule listed below. Your registration timeframe is based on your classification.

**NOTE:** For registration purposes, a student's classification will be based on the number of credit hours the student has **completed** at Washburn University, any **courses in progress** at Washburn University, and any transfer credit hours that **have been posted**.

Classifications:	Freshman	0 to 23 credit hours
	Sophomore	24 to 53 credit hours
	Junior	54 to 87 credit hours
	Senior	88 or more credit hours
	Graduate	pursuing graduate courses/degree

- You may register on your assigned dates according to your classification, which includes your current courses in progress. You may also register after your specified classification two-day block. Please note that Advance Registration is closed during the weekend.
- Non-degree seeking students will be classified according to their completed and in-progress credit hours.

REGISTRATION ASSISTANCE  
STUDENT ONE STOP  
MORGAN HALL 101A (MORGAN WELCOME CENTER)  
(785) 670-1074

UNIVERSITY SERVICE ADVISORS WILL BE AVAILABLE TO ANSWER QUESTIONS OR TO PROVIDE ASSISTANCE.

## CLASSIFICATION SCHEDULE

Undergraduate students will be able to register on their assigned dates of the Classification Schedule after their Classification Schedule and during Open Registration. Graduate students may register on any of the dates below and during Open Registration.

Seniors:	March 27	Sophomores:	March 29
Juniors:	March 28	Freshmen:	March 30

## OPEN REGISTRATION

March 31 at 8:00 a.m. to August 17, 2018 at 5:00 p.m.

For:

- All Washburn University students enrolled for Spring 2018 who did not advance register;
- Former students who have been readmitted to Washburn University; and
- High School juniors and seniors.\*

\***High School Students** may enroll for 6 hours maximum after submitting a Non-degree Seeking Application for Admission and a completed Request to Enroll Form. They must report first to the Office of Admissions in Morgan Hall 100 for application processing and enrollment instructions. Then, the Student One Stop will process the student's enrollment.

**IMPORTANT:** Students participating in Enrollment must make certain that they have **obtained their WIN and My Washburn account information** before registering on the Web. See **BEFORE YOU CAN ENROLL ON THE WEB** on page 4 for details.

**To Enroll: Follow the STEPS FOR ENROLLMENT on page 3, Web Enrollment.**

New students, returning students, and current students who did not advance register must begin the enrollment process at Step 1.

- The groups of students listed under **Facts You Need to Know** on page 4 will need to enroll **in person**.

## LATE ENROLLMENT

Late enrollment is for students who did not enroll before August 18, 2018.

Students new to Washburn University must complete an Application for Admissions form and be eligible for admission before they can enroll.

### LATE ENROLLMENT (Instructor's Permission NOT Required)

**Web Enrollment: Saturday, August 18 through Friday, August 24, 2018**

Students must make certain they have obtained their WIN and My Washburn account information before they can enroll on the Web. See **BEFORE YOU CAN ENROLL ON THE WEB** on page 4 for details. To register your initial schedule or drop/add, follow the **STEPS FOR ENROLLMENT** on page 3.

### LATE ENROLLMENT (Instructor's Permission Required)

**Web Enrollment: Beginning Saturday, August 25, 2018**

Students who wish to register courses or **ADD a course(s)** must have the instructor's permission. The procedures are as follows:

Log into your My Washburn account

Click on the **STUDENT ACADEMICS** tab

Click on **REGISTER FOR COURSES/ADD OR DROP CLASSES**

Select semester and click **SUBMIT**

Enter your alternate **PIN** (issued to you by your advisor) and click **SUBMIT**

Look for:

**Late Adds** (opens in a new window)

Only for courses in progress that require instructor's permission

Click on **LATE ADDS**, complete the form and submit

Once you submit your request, an email message will automatically go to the instructor. The instructor will approve or deny your request. An email will be sent to you informing you of his/her decision.

Courses that are late adds will not immediately appear on your schedule. Processing will be complete in one to two days.

**Note: Students may drop courses on the Web using their My Washburn account through Friday, August 17, 2018.**

**Students may NOT withdraw after August 17, 2017. To complete the process, you will need the Advising PIN obtained from your Academic Advisor.**

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## ENROLLMENT GUIDELINES FOR STUDENTS

1. No student may enroll for more than 20 hours without the consent of the Dean of the academic unit where the student is declared. (Undeclared students go to the Dean of the College of Arts and Sciences.)
2. Undergraduate courses in which the student receives a D or an F may be repeated. Any undergraduate course in which the student receives a C or better may be repeated with the approval of the Department Chair. Only the repeated grade will be included in determining the cumulative grade point average. It is the responsibility of the student to report repeated courses to the University Registrar's Office. Repeated courses will also be noted by the University Registrar's Office when such circumstances are identified. Students who are taking graduate courses may repeat courses in which they received a grade of C, D, or F if the repeat is granted by the dean/chair of the department offering the course.
3. A freshman is limited to 17 credit hours per semester except under approval by the faculty advisor and the appropriate Dean.
4. Freshmen whose last names begin with A-K take EN101 during the fall semester, and those L-Z during the spring semester.
5. A/pass/fail option may be selected for one course outside the major area of study for students with 24 hours and a 2.0 GPA. Through **November 2, 2018** (for a 16-week course), students are allowed to switch from A/pass/fail status to grade status or grade to A/pass/fail status (if qualified). However, only one course per semester (in addition to any courses taught only A/pass/fail) may be selected.
6. Students enrolled for Audit may convert to credit status by **August 24, 2018**. Students may not change from grade or A/pass/fail to audit after **September 7, 2018**.
7. Students withdrawing from 16-week courses through **August 24, 2018** will not have W's recorded on their transcripts.