

# ADVANCE REGISTRATION

November 2 through November 17, 2009

Advance Registration is for eligible students who are currently enrolled at Washburn during Fall 2009. Follow enrollment instructions listed under **Steps for Enrollment** on page 3 of the Registration Information Guide. In order to access Web registration and build your course schedule, you will have to observe the schedule listed below. You will have a date, alphabetical, AND classification registration timeframe.

NOTE: A student's classification will be based on the number of credit hours the student has **completed** at Washburn University, **courses in progress** at Washburn, 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 will be able to register on and after your specified alphabetical/classification schedule dates, and during Open Registration.
- Registration is by the first letter of your last name.
- All students of the same classification may register on the last day of their three-day schedule.
- Non-degree seeking students will be classified according to their completed and in-progress credit hours.

## REGISTRATION ASSISTANCE - MORGAN HALL ROOM 115

Registration staff will be available to answer questions or to provide assistance. The staff will NOT enroll students in person but will assist students who are having difficulty with the registration process on the Web.

## ALPHABETICAL/CLASSIFICATION SCHEDULE

Undergraduate students will be able to register on and after your specified Alphabetical/Classification Schedule and during Open Registration. Graduate students may register on any of the dates below and during Open Registration.

<u>Seniors</u>		<u>Juniors</u>		<u>Sophomores</u>		<u>Freshmen</u>	
November 2	M – Z	November 5	M – Z	November 10	M – Z	November 13	M – Z
November 3	A – L	November 6	A – L	November 11	A – L	November 16	A – L
November 4	A – Z	November 9	A – Z	November 12	A – Z	November 17	A – Z

## OPEN REGISTRATION

November 18, 2009 at 8:00 a.m. to January 18, 2010 at 5:00 p.m.

For:

- All Washburn students enrolled for Fall 2009 who did not advance register;
- Former students who have been readmitted to the 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, Morgan Hall Room 114, for application processing and enrollment instructions. Then, the University Registrar's Office will process the student's enrollment.

**NOTE:** Registration assistance will be available in Morgan Hall Room 115 during regular business hours.

**IMPORTANT:** Students participating in Enrollment must make certain that they have **Obtained their WIN and MyWashburn Account Information** before registering on the Web. See "BEFORE YOU CAN ENROLL ON THE WEB" on page 2 of the Registration Information Guide for details.

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

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

- There will be NO alphabetical schedule on any of the days.
- The groups of students listed under "Facts You Need to Know" on page 2 of the Registration Information Guide will need to enroll ***in person***.

## LATE ENROLLMENT

Late enrollment is for students who did not enroll before January 19, 2010.

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

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

#### **Web Enrollment: Tuesday, January 19 through Friday, January 22, 2010**

Students must make certain they have obtained their WIN and MyWashburn Account Information before they can enroll on the Web. See "BEFORE YOU CAN ENROLL ON THE WEB" on page 2 of the Registration Information Guide for details. To register your initial schedule or drop/add, follow the "STEPS FOR ENROLLMENT" on page 3 of the Registration Information Guide, Web Enrollment.

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

#### **Web Enrollment: Beginning Saturday, January 23, 2010**

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

Obtain the instructor's permission.

(The instructor must enter a late add electronic permit and any other permits that are necessary to enroll in the course)

Click on the Student Tab of your MyWashburn account

Select Register for Courses/Add or Drop Classes

Select Register for Courses

Select term

Enter your PIN

Select Late Adds (in red in the middle of the page)

Complete the Form to Request Late Class Add

Select Submit

The information will be forwarded to the University Registrar's Office. The changes will be reflected on your schedule within one to two days.

**Note: Students may drop courses on the Web using their MyWashburn account through Friday, April 2, 2010. Students may NOT withdraw after April 2. To complete this process, you will need the advising PIN you 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. 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 upon approval by the faculty advisor and the appropriate Dean.
4. Freshmen who last names begin with A–K take EN101 during the Fall semester, and those L–Z during the Spring semester.
5. All students must complete 2 credit hours of PE198 Lifetime Wellness.
6. A/pass/fail option may be selected for one course outside the major area of study with 24 hours and a 2.0 GPA. Through April 2 (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 so selected.
7. Students enrolled for Audit may convert to credit status by January 22, 2010. Students may not change from grade or A/pass/fail to audit after February 5, 2010.
8. Students withdrawing from 16-week courses through January 29, 2010 will not have W's recorded on their transcripts.
9. Course Number: Junior status is required for enrollment in English 300. Courses numbered 400 – 499 are also open to graduate students. Courses numbered 500 – 599 are open to graduate students only.