ADVANCE REGISTRATION
October 24 through October 27, 2017

Advance Registration is for eligible students who are currently enrolled at Washburn University during Fall 2017. 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.

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: October 24
Juniors: October 25

OPEN REGISTRATION
October 28, 2017 at 8:00 a.m. to May 28, 2018 at 5:00 p.m.

For:
- All Washburn University students enrolled for Fall 2017 or 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, to the Academic Advising Office in Mabee Library 201.

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 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 2 will need to enroll in person.
Late enrollment is for students who did not enroll before the first classes:

| Early Session – May 29 | Full Session – May 29 | Late Session – July 2 |

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 ~ Early Session: May 29-May 30; Full Session: May 29-June 1; Late Session: July 2-July 5 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 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 ~ Early Session: May 31 - June 4; Full Session: June 2-June 7; Late Session: July 6-July 9

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

1. Log into your MyWashburn account
2. Click on the STUDENT ACADEMICS tab
3. Click on REGISTER FOR COURSES/ADD OR DROP CLASSES
4. Select semester and click SUBMIT
5. Enter your alternate PIN (issued to you by your advisor) and click SUBMIT
6. 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 MyWashburn account through June 19 for the Early Session, July 3 for the Full Session, and July 24 for the Late Session. Students may NOT withdraw after each respective date. To complete the process, you will need the Advising PIN obtained from your Academic Advisor.

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### ENROLLMENT GUIDELINES FOR STUDENTS

1. A student may enroll in as many as 9 hours concurrently during the Summer Term, provided no more than 6 hours are taken in the same early or late session or shorter term. A student may petition the Dean of the academic unit where the student is declared to enroll in additional hours (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/pass/fail option may be selected for one course during the summer term. Students must have completed 24 credit hours and have a 2.0 GPA. The A/pass/fail course may not be a major, minor, or correlate course. Through June 19 for the Early Session, July 3 for the Full Session, and July 24 for the Late Session, 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 (in addition to any courses taught only A/pass/fail) may be so selected during the summer term.

4. Students enrolled for Audit may convert to credit status by May 30 for the Early Session, June 1 for the Full Session, July 5 for the Late Session. Students may not change from grade or A/pass/fail to audit after June 4 for the Early Session, June 7 for the Full Session, or July 9 for the late Session.

5. Students withdrawing from the Early Session by June 1, the Full Session by June 4, or the late Session by July 5 will not have Ws recorded on their transcripts.

6. Course Number: Junior status is required for enrollment in English 300. Courses numbered 500 – 699 may be open to graduate students depending on the academic program. Courses numbered 700 – 999 are open to graduate students only.