

# ADVANCE REGISTRATION

## October 22 through October 25, 2019

Advance Registration is for eligible students who are currently enrolled at Washburn University during Fall 2019. Follow enrollment instructions listed under Steps for Enrollment on page 5. 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 29 credit hours
	Sophomore	30 to 59 credit hours
	Junior	60 to 89 credit hours
	Senior	90 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 22  
Juniors: October 23

Sophomores: October 24  
Freshmen: October 25

### OPEN REGISTRATION

**October 27, 2019 at 8:00 a.m. to May 25, 2020 at 5:00 p.m.**

For:

- All Washburn University students enrolled for Fall 2019 or Spring 2020 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.

**REGISTRATION ASSISTANCE  
STUDENT ONE STOP  
MORGAN HALL 101A (Morgan Hall Welcome Center)  
(785) 670-2162**

University Service Advisors will be available to answer questions or to provide assistance.

**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** for details.

**To Enroll:** Follow the Steps for Enrollment on page 5, **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 5 will need to enroll **in person**.

## LATE ENROLLMENT

Late enrollment is for students who did not enroll before the first classes:

**Early Session** – May 26

**Full Session** – May 26

**Late Session** – June 29

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 26-May 27; Full Session: May 26-May 29; Late Session: June 29-July 2**

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 5 for details. To register your initial schedule or drop/add, follow the Steps for Enrollment on page 5.

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

**Web Enrollment ~ Early Session: May 28- June 1; Full Session: May 30-June 4; Late Session: July 3-July 6**

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 MyWashburn account**

Click on the **STUDENT ACADEMICS** tab

Click on **New Banner 9 Self-Service Registration Dashboard** link

Click on **Register for Classes**

Select semester and enter PIN (issued by your advisor) and click Continue

Look for:

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

Only for courses in progress that require instructor's permission

Enter CRN code 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 16 for the Early Session, June 30 for the Full Session, and July 21 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.**

**To withdraw from all courses or your last/only course for the term contact Mallory Riley in the Center for Student Success and Retention at 785-670-2098. You cannot withdraw from your only/last course for a term online.**

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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 30 credit hours and have a 2.0 GPA. The A/pass/fail course may not be a major, minor, or correlate course. Through June 16 for the Early Session, June 30 for the Full Session, and July 21 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 selected during the summer term.
4. Students enrolled for Audit may convert to credit status by May 27 for the Early Session, May 29 for the Full Session, July 2 for the Late Session. Students may not change from grade or A/pass/fail to audit after June 1 for the Early Session, June 4 for the Full Session, or July 6 for the late Session.
5. Students withdrawing from the Early Session by May 29, the Full Session by June 1, or the late Session by July 2 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.