1. **Pre-registration advising**

Advising numbers are distributed to academic departments 3-4 weeks prior to the Priority Registration period. Advising procedures and distribution of advising numbers vary widely among academic departments. At a minimum, the advising session should cover:

- Student’s assessment of their coursework: are they enjoying and performing well in their current courses, or are there additional support services they might need?
- Major - is it a good fit and might a minor or second major be appropriate?
- Timeline for graduation (especially important if the student is taking fewer than 15 credits per semester, has extensive remedial needs, or has a pattern of dropping/repeating classes.
- Progress towards degree completion (major requirements, GERs, Upper Division credits and general electives to meet the 120 credit requirement).
- Plans following graduation (professional mentorship), internships, scholarships, other academic enrichment opportunities.

2. **Priority**

Priority registration is the two-week period during which students can first register for the following semester. Registration for Spring semester courses typically takes place in late October/early November; registration for Autumn courses usually happens in early April. The timetable is set by the Registrar’s Office and published on their [website](http://www.umt.edu/registrar/students/default.aspx). Points to remember:

- Priority sequence: students with disabilities, graduate students, Post Baccalaureate/Seniors, Four Bear/Athletes, Juniors, Sophomores and Freshmen.
- Priority codes (DSSS, ATHL, BEAR) appear in Banner on the UADVISE screen.
- Credits in progress (exclusive of remedial credits) are included in the determination of class-year standing.
- Students may register during and after their designated time period.
- Incoming transfer students do not begin registration until after the Priority Period ends.

3. **Before the First Instructional Day**

Registration override forms may only override a full or closed course prior to the first day if:

- The Dean of the college or school has made an exception. In most cases, the student will need to join the waitlist for the course as exceptions are RARELY made.
- The course is a 500 or 600 level graduate course.

4. **First 15 instructional days of the term**

Students may add a class on CyberBear during the first seven days of the term (see the Registrar’s webpage for special info on timelines for Summer and Winter Session); classes may be dropped on CyberBear through the 15th class day.
- Mountain campus students intending to take course(s) on the Missoula College campus (and vice versa) will need to obtain a “College Restriction Override” form ([http://www.umt.edu/registrar/Forms1.aspx](http://www.umt.edu/registrar/Forms1.aspx)) and garner the appropriate approvals. This also applies to online courses. Additional restrictions apply to Distance Learners.
- The “Registration Override” form is used for Major Restrictions, Class and Level Restrictions, Consent of Instructors and Consent of Honors/Cohort Restrictions until the 15th instructional day of the semester.
- Students may not drop their last course online. If a student intends to do a complete withdrawal for the semester, he or she should be directed to the Registrar’s Office. If the student receives Financial Aid, he or she needs to speak with a representative in Business Services. For more information, see [http://umt.edu/withdrawal/](http://umt.edu/withdrawal/).
- Changes to or from “Audit” must be completed by the 15th class day.

5. **16-45th Day**

Courses may be added or the grade change option changed using an “Add/Change” form; courses may be dropped using the Drop Form. In either case, the instructor and advisor must approve the action. Points to discuss with the advisee before authorizing the change:

- Has the student read the “Policies and Procedures” info on the back of the form, and are there any questions?
- If it is a late add, has the student been attending the class and is it reasonable for the student to be able to complete missed work?
- Courses dropped will result in a grade of “W.” If students receive Financial Aid or scholarships, or participate in a program with credit requirements (e.g., Pell Grants, WUE, Veterans Benefits or Vocational Rehabilitation support, NCAA athletes, international students), they should be directed to the relevant office to make sure the drop will not jeopardize their aid or program status.
- How will the registration change alter the student’s academic plans? If it is a foundational course for the major, will it affect the anticipated graduation date? If the student plans to retake the course at a later date, are there additional campus resources available to the student?
- Courses dropped after the 15th instructional day do not generate a refund. This is especially important for students registered for fewer than 12 credits who may think adding and dropping the same number of credits will be a financial wash. It will instead result in additional charges for the added course with no concomitant refund for the dropped course since both courses remain on the transcript.

6. **After the 45th day**

For late adds or grading option changes, see the previous section. To drop a course after the 45th day, the student must solicit the approval of his or her college dean (or designee) in addition to that of the instructor and advisor. The course instructor indicates whether the student is passing (WP) or failing (WF) at the time of the withdrawal.

- The last day to drop a class or change grade option is the last day of classes (Friday before Finals Week), unless the instructor has designated an earlier deadline.
- Course changes cannot be processed if the student has one or more registration holds in effect. Students can view their holds in CyberBear (advisors can view them in Banner on the SOAHOLD screen).
- Could the decision have been made earlier in the semester? If so, this may indicate a broader range of academic issues.
- Similarly to drops initiated between the 15th and 45th instructional day, students who receive Financial Aid, scholarships, or participate in a program with credit requirements (e.g., Pell Grants, WUE, Veterans Benefits or Vocational Rehabilitation support, NCAA athletes, and International students), should be directed to the relevant office to make sure the drop will not jeopardize their status.
- How will the registration change alter the student’s academic plans? If it is a foundational course for the major, will it impact their anticipated graduation date? If the student plans to retake the course at a later date, are there additional campus resources available to the student?

Any change in registration is an opportunity for a discussion between the advisor and the student.

7. Waitlists

Prior to the first day of classes, students attempting to register for a closed section of a course will have the option of adding themselves to a waitlist through CyberBear. If a space becomes available, the first student on the waitlist will be notified via university email. The student has 72 hours to register for the course before the space is offered to the next student on the list. Key points for advisors:

- Encourage student to have a solid back-up plan in place in case a space does not become available. It should not be a random “space-filler.”
- Waitlisted courses are not included in a student’s registration. Students on one or more waitlists should register for an alternative course if they need to maintain a minimum number of credits for program eligibility.
- Students who do not meet the eligibility criteria for a course (pre-requisite, college or major restriction) may not add themselves to a waitlist.
- Students on a waitlist should attend class on the first day and bring a Registration Override form.
- If there are multiple sections of the course, check the waitlist (SFAWLPR) for each. Often the first section listed will have a long list, but later sections will only have one or two students
- The Registrar’s Office has developed a document detailing additional policies and procedures.
- An override form, even with the instructor’s signature, will not bypass a waitlist until the first instructional day.

8. Prerequisites

Many courses require successful completion of one or more foundational courses or prerequisites. CyberBear will allow students to register for a course if they have completed or are actively enrolled in the prerequisite. If a student withdraws, fails or does not earn the minimum required grade in the prereq, he or she will be dropped for the more advanced course. There are certain cases in which a student has the needed coursework, but it is not reflected on the transcript. In these situations, the
student will need to obtain a Prerequisite Waiver. Before recommending the student pursue the waiver, review:

- How has the student demonstrated the necessary knowledge base? He or she may need to document this to receive a waiver.
- Transfer credits, particularly if the student started before Common Course Numbering took effect, often have the most prereq issues. Encourage the student to bring a copy of an unofficial transcript (or the grade report for the prior school if the credits are not yet posted to the UM transcript) when speaking with the department or instructor.

A student may apply a maximum of 18 “Cr” credits towards the 120 credits needed for graduation. Some graduate and professional programs view courses taken on a Cr/NCr basis differently from those taken for a traditional letter grade.