

REGISTRATION DEADLINES

AUTUMN 2014	AUGUST 25 – SEPT. 3 @ 5PM	SEPTEMBER 4 – SEPT. 15 @5PM	SEPTEMBER 16 – OCT. 27 @ 5PM	OCTOBER 28 – DEC. 5 @ 5PM	DECEMBER 6 & BEYOND
Instructional Days	Day 1- 7	Day 8 – 15	Day 16 – 45	Day 46 – Friday before Finals Week	After Last Regular Class Day
Add a Course	Cyberbear	<i>Registration Override</i> with instructor signature	<i>Course Add/Change Form</i> with advisor* & instructor signatures + \$10.00 fee	<i>Course Add/Change Form</i> with advisor* & instructor signatures + \$10.00 fee	Only to fix registration errors (see reg. counter)
Drop a Course** (see reg. counter to drop all/only course)	Cyberbear	Cyberbear	<i>Course Drop Form</i> with advisor* & instructor signatures + \$10.00 fee (W on transcript)	<i>Course Drop Form</i> with advisor*, instructor, and Dean signatures + \$10.00 fee (WP or WF on transcript)	Not permitted
Switch a Section	Cyberbear	<i>Course Add/Change Form</i> with instructor signature to add, then Cyberbear to drop	<i>Course Add/Change Form</i> with both instructors' signatures	<i>Course Add/Change Form</i> with both instructors' signatures	Only to fix registration errors (see reg. counter)
Credit/No Credit (change to or from)	Cyberbear	Cyberbear	<i>Course Add/Change Form</i> with instructor signature	<i>Course Add/Change Form</i> with advisor* & instructor signatures	Not permitted
Adjust Variable Credit Load (variable credit courses only)	Cyberbear	Cyberbear	<i>Course Add/Change Form</i> with instructor signature	<i>Course Add/Change Form</i> with advisor* & instructor signatures	Not permitted
Audit (change to or from)	Cyberbear (See reg. counter if not allowed online)	Cyberbear (See reg. counter if not allowed online)	Not permitted	Not permitted	Not permitted

*Advisor's signature not required for Graduate & Post-Baccalaureate students

**Courses dropped after the 15th instructional day result in a "W", "WP", or "WF" on the student's transcript, do not generate a refund, and may affect financial aid eligibility. If all courses are dropped, the Semester Withdrawal policy must be followed.

See Business Services for Semester Withdrawal partial refund eligibility before September 15: <http://www.umt.edu/bussrvcs/Autumn%2014%20Reminder.aspx>