

# Wintersession 2018 Registration Deadlines

|   | January 2 @ 5pm                                      | January 3 – January 4 @5pm  | January 5 – January 11 @ 5pm  | January 12 – January 18 @ 5pm  | January 19 & Beyond                               |
|---|--|---|---|--|---|
| Instructional Days  | Day 1  | Day 2 - 3   | Day 4 - 8   | Day 9 – Day 12   | Day 13 & Beyond                                   |
| <b>Add a Course</b>   | CyberBear  | <i>Registration Override</i> with instructor signature                                | <i>Course Add/Change Form</i> with instructor signature + \$10.00 fee             | <i>Course Add/Change Form</i> with instructor signature + \$10.00 fee                              | Only to fix registration errors (see reg. office) |
| <b>Drop a Course<sup>1</sup></b><br>(see reg. office to drop all/only course) | CyberBear  | CyberBear   | <i>Course Drop Form</i> with instructor signature + \$10.00 fee (W on transcript) | <i>Course Drop Form</i> with instructor & Dean’s signatures + \$10.00 fee (WP or WF on transcript) | Not permitted                                     |
| <b>Switch Winter Sections<sup>2</sup></b>                                     | CyberBear  | <i>Registration Override</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. office) |
| <b>Credit/No Credit Grading Option</b><br>(change to or from)                 | CyberBear  | CyberBear   | <i>Course Add/Change Form</i> with instructor signature                           | <i>Course Add/Change Form</i> with instructor signature  | Not permitted                                     |
| <b>Adjust Variable Credit Load</b><br>(variable credit courses only)          | CyberBear  | CyberBear   | <i>Course Add/Change Form</i> with instructor signature                           | <i>Course Add/Change Form</i> with instructor signature  | Not permitted                                     |
| <b>Audit</b><br>(change to or from)   | CyberBear<br>(See reg. office if not allowed online) | CyberBear<br>(See reg. office if not allowed online)                                  | Not permitted   | Not permitted  | Not permitted                                     |

NOTE: One Wintersession day equals one week of a traditional semester. Therefore, deadlines approach very quickly.

For assistance or questions about registration deadlines, please call The Office of the Registrar at (406)243-5600 or email [registration@umontana.edu](mailto:registration@umontana.edu).

<sup>1</sup> Courses dropped after January 4 @ 5pm appear as a “W,” “WP,” or “WF” on transcript, do not generate a refund, and may affect financial aid eligibility. If *not* registered for spring courses, see Business Services for Semester Withdrawal partial refund eligibility before this date. “W”s will appear on the transcript for Semester Withdrawal.

<sup>2</sup> After January 4 @ 5pm, students cannot use the Switch Sections procedure to trade a winter section for a spring section. Follow the drop procedure for the winter section and add the spring section on CyberBear or with a Registration Override. No refunds or bill reductions are issued for dropped winter courses after January 4.