Graduate Registration and Schedules

- Academic advising (p. 1)
- Audit policy (p. 1)
- Class attendance (p. 1)
- Class drops at the discretion of an instructor (p. 1)
- Graduate research, comprehensive exams, and terminal project completion policy (p. 1)
- Registration (p. 2)
- Schedule changes (p. 2)
- Student load (p. 2)
- Student load - international students (p. 2)
- Undergraduate enrollment in graduate courses (p. 2)

Academic advising

Advising is a critical part of graduate education. It is important for each student to meet with their program director early in their studies to chart a plan of study. Program directors serve as the advisors in some programs; in other programs, advisors are assigned. Consulting with your advisor prior to each registration will reduce the possibility of enrolling in courses which do not meet your goals.

University audit policy

Students may audit courses under the following arrangements:

1. Students must receive consent of the department chair and the instructor offering the course.
2. No change from audit to credit will be permitted after the first week of classes. No change from credit to audit will be permitted after the first half of a semester or summer session. Shorter courses have prorated deadlines.
3. No credit will be granted for any course that is audited. "Audit" will appear on the student's permanent academic record. The "AS/AU" grading system is used for auditors. The grade will not affect a student's GPA.
4. An audited course may be repeated for credit in another semester or term.
5. Appropriate tuition and fees are to be paid for the course.
6. Courses being audited are not usable to establish full-time or part-time status for any type of eligibility, such as for athletic participation, student grants/loans, or loan deferment.
7. Courses being audited may not be taken in excess of student load limits for credit generating courses without special "overload" permission from the student's academic dean.
8. A course previously completed for credit may be audited in another term.

Class attendance

Students are responsible to their respective instructors for all absences. If a student is absent an extended period of time (over one week), due to illness, family emergency, etc., the student should contact Student Life, 149 Graff Main Hall. That office will inform the instructors involved of the absence. This serves as notification only, not necessarily a formal excuse. It is the student's responsibility to contact each instructor for make-up work, etc. There is no "cut" system. University regulations prohibit excusing students and the dismissal of classes immediately preceding or immediately following scheduled vacation or recess periods except in cases of commonly recognized and extreme emergencies.

University class drops instructor discretion policy

A student enrolled in any course is expected to be in attendance from the first day or to have notified the instructor or Student Life that attendance is not possible. A student registered in a section who fails to attend the first two class sessions or provide proper notification may be dropped from the course at the discretion of the instructor.

An instructor who wishes to drop a student from a course during the first five days of instruction should complete a drop/add form and submit it to the Office of Records and Registration during the "drop/add/change of schedule" period. A decision by an instructor to drop a student from a class may not be appealed to any other individual or body in the university. A student should not assume that an instructor will use the discretionary drop if the student does not attend class. It is a student's responsibility to withdraw from a class.

Graduate research, comprehensive exams, and terminal project completion policy

The Graduate Council has approved a graduate research, comprehensive exams, and terminal project completion policy for students who are still working on required research, comprehensive exams, or terminal projects. The purpose of this policy is to provide continued access to university faculty, technology, facilities, and the library.

GRC 798 - For students with interrupted registration

This registration is required for students who failed to meet the University's Graduate Research and Terminal Project Completion Policy (did not register for GRC 799 immediately upon completing all degree requirements in an approved program of study except for thesis, comprehensive examination, seminar paper, or other culminating project). In order to comply with the policy, students must register for GRC 798 for zero credits and pay a special course fee equal to the cost of three resident graduate credits. Prerequisite: approval by graduate program director and reentry to former academic program; approved reentry to the university.

GRC 799 - For students with continuous registration

Once having completed all degree requirements in an approved program of study except for the thesis, seminar paper, comprehensive examination, or other culminating graduate projects, students must maintain continuous term-to-term enrollment (excluding winter intersession). Students meet this requirement by registering for GRC 799 for zero credits and paying a special course fee equal to the cost of one resident graduate credit.

1. Students who require only one term after their regular coursework to complete their thesis or culminating project need to register for only for one (1) term of GRC 799.
2. Students who need more than one (1) term after their regular coursework to complete their thesis or culminating project need to register for two and only two (2) continuous terms of GRC 799.
3. Students must register for GRC 798 if they failed to register for GRC 799 in either of the two terms immediately following completion of their regular coursework. Instead they register for GRC 798.

Students must register for GRC 799 (Fall, Spring, Summer) immediately following completion of all coursework. Students register for GRC 799 only when they are not registered for any other credits. Repeatable; max 8 enrollments.

1 Completion means that students may have pending incompletes in courses; it also means that students have pending PR grades in their thesis, seminar paper, culminating project credits, but that they no longer have any other courses yet to register for.

**Registration**

The university has online registration via the WINGS Student Center (https://wings.uwlax.edu/psp/csprod/?cmd=login). Registration for spring semester begins in November; summer registration begins in early April, followed by fall registration in mid-April. A student’s enrollment date and time is located on his/her WINGS Student Center. The student may register at that assigned time or any time after through the fifth day of classes (third day for a summer term) unless enrollment limits have been met. Newly admitted students may have to pay a deposit before registration (See program director for details.), and continuing students must have a zero balance on their accounts. The registration system will not permit a student to enroll in a class for which a prerequisite has not been completed. The online Timetable/Class Search (http://www.uwlax.edu/Records/registration) has complete instructions for registration and changes-of-schedule. Some graduate programs require that students register through their advisors instead of using the WINGS system.

**University schedule change policy**

The period of time between a student’s initial registration for any term through the first five days of instruction in any semester (three days during a summer session) are considered to be the “drop/add/change of schedule” period. During this time, a student may drop classes without affecting the permanent academic record. A student may also add classes or change sections, if the desired section is not closed. Neither the advisor’s signature nor the instructor’s signature is required for schedule changes during this period. The signatures of the department chair and the instructor will be required only if the student seeks to enter a class that is closed. Between the fifth and tenth days of instruction, to add a course, the student must obtain the instructor’s signature. After the tenth day of instruction, classes cannot be added except in unusual cases and then only with the consent of the instructor, department chair, and dean.

**Graduate student credit load policy**

A recommended full-time load for a graduate student is 12 credits per semester. A maximum load is 15 credits per semester and nine credits during a 12-week summer session, with no more than six credits in a four-week summer session. (This applies to any combination of courses - all graduate or graduate/undergraduate.) Students are considered full-time if enrolled for at least nine credits each semester and five semester credits during the summer term. Credit load requirements are different for students receiving financial aid during the summer. See the Financial Aid Office (http://www.uwlax.edu/finaid) for more information.

A student may earn, as a maximum, the number of credits corresponding to the number of weeks in any interim session (i.e., a student may earn a maximum of three credits during winter intersession). Any request to carry more than the maximum allowable credits for a semester, summer term, or winter intersession must be submitted in writing with documented “extenuating circumstances” and must be approved by the student’s graduate program director prior to enrollment for any of the previously mentioned sessions. An “Overload Request Form” is available from the graduate program director.

**Student load - international students**

International Students: Both F-1 and J-1 student visa regulations require students to be enrolled full-time each fall and spring semester. Unless otherwise obligated by the requirements of their program or special circumstances as already described, full-time enrollment is defined as no less than nine graduate-level credits during the fall and spring semesters. Summer enrollment is not required by the U.S. federal government regulations for F-1/J-1 visa holders. However, summer enrollment may be required due to other circumstances. (See summer enrollment requirements for capstone continuation, graduate assistantships, and program progress.) Failure to maintain full-time status can result in loss of F-1/J-1 student benefits. Any exceptions to full-time enrollment must be authorized by International Education & Engagement (IEE). Permission by IEE to drop below full-time enrollment does NOT exempt an international student from meeting the enrollment requirement for assistantships.

**University undergraduate enrollment in graduate courses policy**

Undergraduate students with senior status (at least 90 credits) who have at least a 3.00 cumulative grade point average, may enroll in a maximum of six graduate credits. These graduate level credits may not be used to satisfy requirements for a bachelor’s degree. Exceptions to these requirements must be approved by the Graduate Council. Maximum student credit load for dual enrollment (graduate/undergraduate) is 15 credit hours for a semester and eight credit hours for a summer term (standard university overload approval process applies). Undergraduate students are not allowed to enroll in graduate level MBA courses.

Students must submit written permission from the course instructor and their advisor, along with a graduate special non-degree application, to the Admissions Office prior to registering for a graduate course. Undergraduate tuition and fees are charged. Students in dual-degree programs must complete the graduate program application process and pay graduate tuition fees. Students are expected to purchase texts for graduate courses.