

Current policy:

UNC Charlotte Academic Policy: Registration

I. Introduction

There is no introduction for this policy and procedure.

II. Policy Statement

The Office of the Registrar is responsible for the management of the registration process by which students enroll in, drop, and withdraw from courses. Through the registration process, students assume academic and financial responsibility for the courses in which they enroll. They are relieved of these responsibilities only by formally terminating enrollment by dropping or withdrawing in accordance with deadlines specified in the Academic Calendar and the corresponding prorated refund schedule available on the [Student Accounts website](#).

REGISTRATION APPOINTMENT TIMES

Assignments are made according to student classification and cumulative hours earned for undergraduate students and can be viewed [online](#).

REGISTRATION DEADLINES

University policies determine when students may enroll or adjust their enrollment in courses. General deadlines are shown below and specific deadlines for a given term are available [online](#).

ADD/DROP PERIOD

The Add/Drop period runs through the eighth instructional day of the fall and spring semesters (the second instructional day for the first and second summer sessions).

During the Add/Drop Period, students can:

- Register for courses.
- Drop a course(s) without record (and remain enrolled in other courses).
- Drop all courses without record.
- Change the grade type to Audit or Pass/No Credit (refer to Auditing a Course and Pass/No Credit Option sections).
- Elect to retake a course with Grade Replacement (refer to Repeating Courses section).

After the Add/Drop Period students can: [withdraw from one or more courses in accordance with the Withdrawals policy.](#)

- ~~• Withdraw from a course(s) with grade of W recorded (and remain enrolled in other courses) through the tenth week of classes in the fall and spring semesters (ninth calendar day of first and second summer sessions). No student will be allowed to withdraw from a course after this deadline unless there are extenuating circumstances recognized by the University. A student enrolled in only one course must withdraw officially from the University to withdraw from that course by going online and using Banner Self-Service.~~
- ~~• Withdraw from the semester with grade of W recorded for all courses by withdrawing three weeks prior to the end of the fall and spring semesters (twenty-first calendar day of first and second summer sessions). No student will be allowed to withdraw after this deadline unless there are extenuating circumstances recognized by the~~

~~University. Students may withdraw from their final course by going online and using Banner Self-Service.~~

~~Students who experience a personal or medical crisis have the option of requesting a withdrawal from all courses via the Dean of Students Office during the term the crisis begins. If approved, the Dean of Students Office will notify the student's academic department(s).~~

~~Any student who leaves the University before the close of a term without withdrawing officially will receive a failing or unsatisfactory grade (F for undergraduate credit and U for graduate credit) in each course for which he/she is registered.~~

PREREQUISITES AND PERMITS

All students, including visitors and non-degree students, are required to meet course prerequisites and to obtain the required permissions to enroll in courses through the department which sponsors the course.

AUDITING A COURSE

With the permission of the instructor, a student may audit any course in which space is available. Fees and procedures for this non-credit enrollment are the same as those for a credit enrollment. The procedure for adding, ~~or dropping,~~ or withdrawing from an audit course is the same as for credit enrollments. No student will be allowed to change the designation of a course from audit to credit or from credit to audit after the eighth instructional day of a semester (or a proportional period for summer school). Participation of auditors in course discussions and in tests or examinations is optional with the instructor. Students who audit receive no University credit, but they are expected to attend the course regularly. ~~A grade is entered on the transcript at the discretion of the instructor at the end of the course.~~

DUAL UNDERGRADUATE AND GRADUATE REGISTRATION

Undergraduate students at UNC Charlotte who are required to take fewer than 12 semester hours of undergraduate work to fulfill all requirements for the bachelor's degree may be allowed during their final semester to enroll in certain courses for the purpose of obtaining graduate credit. Authorization for dual undergraduate/graduate registration may be obtained by submitting to the Dean of the Graduate School a "Special Request" form approved by the student's undergraduate academic advisor, the instructor(s) of the graduate course(s), and the dean(s) of the college(s) offering the graduate course(s), accompanied by the regular application for admission to graduate study and supporting credentials. The total hours to be carried in this status shall not exceed 12 hours, of which no more than nine may be for graduate credit. On the basis of work attempted prior to the final semester, such students must meet the grade point criteria for admission to a graduate degree program at the University. No course for which credit is applied to an undergraduate degree may receive graduate credit. Permission to take graduate courses under dual registration does not constitute admission to any graduate degree program at the University.

CONSORTIUM REGISTRATION

The Charlotte Area Educational Consortium offers an inter-institutional exchange during the fall and spring semesters for full-time undergraduate degree-seeking students. UNC Charlotte students may take courses not available at UNC Charlotte at one of the institutions listed below, have them appear on their transcript, and be computed in their grade point average at this University. The registration process is initiated in the Office of the Registrar and requires the approval of the student's college dean.

- Belmont Abbey College
- Cabarrus College of Health Science
- Carolinas College of Health Sciences
- Catawba College
- Catawba Valley Community College
- Central Piedmont Community College
- Cleveland Community College
- Davidson College
- Gardner-Webb University
- Gaston College
- Gordon-Conwell Theological Seminary
- Johnson C. Smith University
- Lenoir-Rhyne College
- Livingstone College
- Mitchell Community College
- Pfeiffer University
- Queens University of Charlotte
- South Piedmont Community College
- Stanly Community College
- University of South Carolina at Lancaster
- Wingate University
- Winthrop University
- York Technical College

INTER-INSTITUTIONAL REGISTRATION

An inter-institutional registration program is available, for a limited number of undergraduate and graduate students, with the University of North Carolina at Greensboro, North Carolina State University, University of North Carolina at Chapel Hill, Duke University, and North Carolina Central University. The registration process is initiated in the Office of the Registrar and requires the approval of the student's college dean.

NC ONLINE

The University of North Carolina Online offers comprehensive descriptions of and contact, application, admission, and tuition and fee information for more than 170 online programs in 22 fields of study offered by the 16 constituent universities of one of the world's most prestigious university systems. For details, visit online.

III. Definitions

- **Academic calendar** – An official list of dates and deadlines found at the beginning of the Undergraduate Catalog and on the website for the Office of the Registrar. The academic calendar specifies the dates for semesters and terms, enrollment periods, examination periods, holidays, periods classes are not in session, and commencement.
- **Department** – A unit within a college representing a discipline. For example, the Department of English is in the College of Liberal Arts & Sciences.
- **Registrar** – The official at the University who is responsible for maintaining student records. The Office of the Registrar plans and oversees registration, academic record maintenance, transcript preparation, graduation, a degree audit report system, and curricular records.
- **Registration** – Students select courses to enroll in for the subsequent term.
- **Semester or Term** – A period of study of approximately 16 weeks, usually half of the academic year (i.e., fall and spring semesters). The fall semester begins in August and

the spring semester begins in January at UNC Charlotte. There are summer terms as well: one ten-week and two five-week terms.

IV. Policy Contact(s)

- **Authority:** Faculty Council [Faculty Academic Policy and Standards Committee]
- **Responsible Office:** Office of the Provost and Vice Chancellor for Academic Affairs
- **Additional Contact(s):** Office of the Registrar

V. History

- May 2, 1985: Revised
- March 29, 1984: Revised
- April 3, 1980: Approved

VI. Related Policies, Procedures and Resources

- [NC Online](#)
- [Registration Appointment Times](#)
- [Registration Deadlines](#)
- [Request for Audit or Pass/No Credit Grading](#)

VII. Frequently Asked Questions

- **Which students are covered under this policy?**
This policy applies to all undergraduate and graduate students at UNC Charlotte.