

# REGISTRATION

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Graduate Studies

## General

Procedures and dates pertaining to registration are provided by the Office of the University Registrar (<http://registrar.unl.edu>) and the Academic Calendar (<http://registrar.unl.edu/academic-calendar>). Additional questions concerning graduate-level registration may be referred to Graduate Studies.

Enrollment eligibility closes after three consecutive terms without enrollment. Formerly-enrolled graduate students who have not attended classes for one year or more may request reactivation by emailing [graduate@unl.edu](mailto:graduate@unl.edu).

## Drop and Add

Students may drop or add classes from the beginning of priority registration through the last day on which classes may be added for a term, as published in the Academic Calendar (<http://registrar.unl.edu/academic-calendar>).

- Students who do not register for classes until after the beginning of the term will be charged a late registration fee.
- After the end of the add period, a course may be added to a student's record only with permission from the instructor and Graduate Studies.
- Tuition liability for a course begins after the add period for a term.

## Impacts of Withdrawal

Before withdrawing from courses, some students should seek information on the ramifications of withdrawal:

- **Graduate assistants** should contact their department Graduate Chair.
- Students withdrawing **after the term's last day to add classes** should contact the Office of Scholarships and Financial Aid (<http://financialaid.unl.edu>) about potential impacts on eligibility for aid or loan deferral.
- **International students** should consult the International Student and Scholar Office (<http://isso.unl.edu>).

All courses dropped after the **second week** of the term are noted on the student's academic record (transcript) with a grade of "W" (withdrawn).

## Timing of Withdrawal

**Before the 3/4 point of the term**, students may withdraw from classes regardless of circumstance. A course drop becomes effective for tuition and grade purposes on the date the transaction is processed by the student.

**After the 3/4 point of the term**, any withdrawal from classes must be for extraordinary circumstances and will be granted only **by petition** through Graduate Studies, based on the following documentation:

1. A written request from the student within 60 days of the end of the term.
2. Written permission from the instructor.
3. Documentation for illness, death in the family or abrupt change in work schedule.

## Correction of Registration Errors

A graduate student who has registered in error (for example, for the undergraduate level of a 400/800 course) should correct the error through the **normal drop and add process** during the term in which the error occurred.

In the event the error is not recognized until a grade is posted, the student may request correction of registration within **sixty days** of the posting of the grade to the Office of the University Registrar (<http://registrar.unl.edu>). Changes to a student registration record will not be made more than sixty days after grades are posted.

## Auditing a Course

Auditing gives a student the privilege of attending class, but **credit is not earned** and a grade of AU is assigned when auditing a class. All persons wishing to audit a course must be admitted and eligible to enroll in classes for the term in which they audit. Tuition and fees for audited courses are the same as for graded courses. Audited courses cannot be applied toward a graduate degree or certificate.

To audit a course:

1. Register for the class online.
2. Pick up a Permit to Audit Card at the Office of the University Registrar (<http://registrar.unl.edu>).
3. Obtain the instructor's permission to audit the course by having him or her sign the Permit to Audit Card.
4. Turn in the signed Permit to Audit Card at the Office of the University Registrar no later than the last day to add a class for the term.