Adding, Dropping, and Overrides at UWL

**Deadlines to add or drop courses for the academic record:**

- **Last Day to Add without Permission** – last day the student can add an open class to their schedule on WINGS, if they meet the prerequisites and it doesn’t conflict. This is the 5th day of class for a full semester.
- **Last Day to Add with Permission** – student may still get into an open class if the instructor gives them a Class Permission. This is the 10th day for a full semester.
- **Last Day to Drop without Permission/Last Day to Drop without a W** – last day the student can drop a class from their schedule completely and no record of being in the course will be on the transcript. This is the 10th day of class for a full semester.
- **Last Day to Drop with Permission/Last Day to Drop with a W** – last day the student can drop with permission from the instructor or from their advisor. After this day, dropping required dean’s office approval and may not be granted. This deadline is a week after midterm for a full semester class.
- **Withdrawing from the University** – the 3/4th point in the term

Note: deadlines are prorated for shorter and longer classes. To find the deadline for a class that doesn’t fall into the normal semester pattern, look up the student’s Class Schedule in the Student Services Center and click on the calendar icon. Regular deadlines can also be found on the Dates and Deadlines section of the Records’ website.

**It is also visible on the list view for the class schedule:**

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Deadlines to add or drop courses to get a refund on tuition or fees:

- Refund deadlines are NOT made to coincide with academic deadlines, although they sometimes do. Students should check the Cashier’s website for exact refund dates.
- For undergraduates, credit loads between 12-18 credits are charged the same amount of tuition. Dropping a course but remaining in that specific credit range will not result in a tuition refund, although some fees may be refunded, depending on the class.

Types of overrides, in order of frequency:

- **Closed Class** (i.e. the seat capacity is full)
- **Prerequisites/requisites** – set by department to make sure students have the necessary foundational knowledge to succeed in the class
- **Instructor/Department consent** – this is usually for classes where the department and/or instructor want to select all the students allowed into the class on an individual basis
- **Maximum Credit Limit** – Undergrads are limited to 18 credits a semester and 12 in the summer. Graduates are limited to 15 credits a semester and 9 in the summer. **This override is given by the student’s college dean’s office.**
- **Time Conflicts**: student needs permission from both instructors and their dean’s office. It is normally overridden only in special circumstances such as if the time conflict is minimal (i.e. 5 or 10 minutes) or one of the classes is not really meeting at the time its scheduled at (i.e. the music MUA courses).
- **Independent Study/Research, Teaching/Lab Assistant credit, or other class that requires an individual section be created for that specific student.** The student must bring in a form with all the required signatures from the department that owns the course. Registration happens in the Records office, normally, because the class is created individually for that student – with the appropriate credit amount and correct instructor-supervisor. A title for a thesis/research project/dissertation must also be entered by the Records office to be printed on the student’s transcript. Like all courses, if the student attempts to register for this class after the deadline to add classes has passed, they will need to get their dean’s office approval as well.
- **Classes restricted to students in certain majors/minors/programs.** This override should be given by the college dean’s office for the course.
- **Classes restricted to class standing** (i.e. sophomores and higher; juniors and higher) or a certain GPA. **This override should be given by the college dean’s office for the course.**
- **Audit enrollment** – permission to audit is given from instructor but the registration part must be done in Records and Registration
- **Holds/Negative Service Indicators**: these holds are NOT overridden. The student must talk with the office that placed the hold and have them remove it, which is normally not done until the student has completed the obligation that created the hold.

Add/Drop/Withdraw Official Policies:

These apply to both undergraduates and graduates and are listed in both catalogs under Academic Policies.

- Drop/Add/Change of Schedule Policy
- Individual Class Withdrawal Policy
- Withdrawal from UWL Policy
- Medical Withdrawal Policy
- Military Withdrawal Policy
GLOSSARY

Add: registering/enrolling in a course

Audit: student wants to attend class but will not be required to do all the same work as the other students. Whether a student may audit a specific course requires permission for that instructor. The student will receive either an “AS” or an “AS” at the end on their record. Students who have permission to audit can only be registered in the Records office.

Class Permission: the page in WINGS where instructors or departments may give an override electronically. See also “Overrides.” Directions on how to do this may be obtained from your ADA or the Records office.

Credit Load: the amount of credits taken in a semester or term

Drop: withdrawing/removing student from a class

Enrollment: when the student is officially considered to be taking the course; technically, this does not start until the first day of the class. Up until that day, students are only considered “pre-registered.”

Hold: ️; a stop on the student’s record preventing them from getting certain university services until that hold is cleared up. For example: a financial hold means the student must finish paying any bills or fines. If the student delays long enough, the hold will prevent that student from registering or receiving official transcripts or even their diploma. Besides finances, holds may also cover academic advising, student life preventative training, and other student responsibilities.

Overrides (a.k.a. Class Permissions or permission to add): permission to get into a class despite another restriction, thereby overriding that other restriction

Service Indicator: Negative service indicators ️ indicate a hold exists that prevent the student from receiving certain services, such as registration for classes or ordering transcripts. Examples: Financial Hold or Advising Holds. Positive service indicators ★ are used to keep track of services an individual student may need. See also “Hold.”

Time Conflict: the scheduled time of the course conflicts with the scheduled time of another course that the student wants to take. In order to override this, the student needs permission from both instructors and their dean’s office. It is normally only overridden is special circumstances such as if the time conflict is minimal (i.e. 5 or 10 minutes) or one of the classes is not really meeting at the time its scheduled at (i.e. the music MUA courses).

Transcript: student’s entire permanent academic record at UWL. Does not include non-academic activity or non-academic awards.

 Withdraw:

1) Student is dropping an individual course. OR
2) Student is withdrawing from all courses, which is a withdrawal from the university entirely.
   a. Students who withdraw must re-apply in order to come back the next semester.
   b. Before the term starts, the student may drop all their courses themselves through WINGS. If they have signed up for housing or financial aid, the student should contact Residence Life or Financial Aid Office, to let them know of the withdrawal.
   c. After the term starts, students who want to drop all their classes must do it through the Student Life office.
• The only exception is for Winter Intersession or Summer classes, if the student plans on still attending the next Spring or Fall semester. In those situations, they may drop all their classes by contacting the Records and Registration office.

d. Students who withdraw from UWL can only do so up to the 3/4th mark. If they withdraw for medical reasons, the student will receive an EP or an EF grade. Emergency grades do not get calculated into GPA. If the student withdraws between the Last Day to Drop with a W and the 3/4th mark with no medical or emergency reason, the student will receive a WP or WF. WF grades are calculated in to the GPA.

e. Unofficial withdrawals that happen after the term has started (i.e. quitting school without going through the official process): the student will end up with “F”s in all their classes and will still be required to pay all the tuition and fees. The student will not be allowed to return to UWL until clearing their record of any encumbrances.

“W” grade: Depending on the time of the semester they drop the course or withdraw from UWL, the student may receive a “W” grade on their permanent academic record. If the student withdraws from UWL or the course after the first 10 days (for full semesters), the student is given a “W” as a grade to show they were in the course long enough that it requires documenting but not long enough to be appropriately graded.

With Permission: student must obtain permission from instructor, department, or dean’s office before being allowed to add or drop a class. The approving party is determined by what time in the semester the student is trying to add or drop.