

Helpful info about Adding, Dropping, and Overrides at UWL

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Deadlines to ADD 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.

Deadlines to DROP Courses for the Academic Record:

- 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 two weeks after midterm for a full semester class.
- Withdrawing from the University – the 3/4th point in the term

The exact full semester Fall/Spring and full term Winter/Summer deadlines can be found on the "Dates and Deadlines" page of the Records' website: <https://www.uwlax.edu/records/dates-and-deadlines/>.

IMPORTANT: Academic 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.

The screenshot shows the 'Academics' section with a sidebar containing 'My Class Schedule', 'Shopping Cart', 'My Planner', and 'Schedule Planner'. Below these is a search bar with 'other academic...' and a right-pointing arrow. The main content area is titled 'Spring 2022 Schedule' and contains a table with columns 'Class' and 'Schedule'. The first row is for 'CHE 360-01 LEC (2942)' with a schedule of 'MoWeFr 1:10PM - 2:05PM Wimberly 203'. A calendar icon is circled in red next to this row. The second row is for 'CHE 370-02 LEC (3135)' with a schedule of 'Tu 9:25AM - 10:50AM See Class Notes Th 12:40PM - 2:05PM Wimberly 111'.

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

The screenshot shows the 'Spring 2022 | Undergraduate | UW-La Crosse' page. It includes a 'View Exam Schedule' button and a 'Change Term' button. Below is a 'Class Schedule Filter Options' section with checkboxes for 'Show Enrolled Classes' (checked), 'Show Dropped Classes', and 'Show Waitlisted Classes', along with a 'Filter' button. The main section is titled 'CHE 360 - Methods & Strategies for HED' and contains a table with columns: Status, Units, Grading, Grade, and Deadlines. The 'Deadlines' column has a calendar icon circled in red. Below this is a more detailed table with columns: Class Nbr, Section, Component, Days & Times, Room, Instructor, and Start/End Date.

Deadline to PAY BILL:

- Bill due dates are posted on the Cashier's website: <https://www.uwlax.edu/cashiers/>
- Bills for the next semester are generated & posted the Friday before the semester starts. The date when the bill for Winter or Summer is posted varies. Check the dates on the Cashier's site above.
- The due date is the 10th day for a full semester bill.

Deadlines to 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.
 - Refund Schedules/Deadlines: <https://www.uwlax.edu/cashiers/tuition-and-billing/refund-information/>
 - Refunds through Nelnet: <https://www.uwlax.edu/cashiers/refunds/>
- For undergraduates, credit loads between 12-18 credits are charged the same amount of tuition, excluding education abroad credits. 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.

What Students Should Consider Before Dropping:

- When is the last day to drop? Will there be a 'W' on your record? *UWL does not have a limit on how many W's you can get. W's do not affect GPA.*
- Will it affect financial aid, scholarships, or insurance? *If you drop below full time or half time, this may change things. Check with the Financial Aid Office or your insurance company. Students getting VA or WI GI bill military benefits must notify the Veteran Educational Benefits office.*
- If it's after the tuition refund date, you will not get a refund if you drop below 12 credits. *If you have to take the class again, you will have to pay again. Refund deadlines are created separately and for different reasons than the academic add/drop deadlines.*
- How are you doing in the class? *If you get a 'D' or an 'F' here, you can retake the class. Undergraduates cannot repeat if they get a 'C' or higher. The more recent grade will replace the old grade in your GPA, although both grades will still appear on your transcript. Consider talking with your advisor if you aren't sure what to do.*
- UWL students are not allowed to repeat courses at another school and then transfer them back, per UWL policy.
- Is the class required to graduate or a prerequisite for a graduate program? If required, will you be able to get into the course again later (i.e. do they offer it often or is it hard to get into)?
- For graduate students, can you get permission from your program advisor to drop?
- Will graduate schools be ok with the 'W' on your transcript? *Different programs have different rules, so you may want to contact them to ask. It could depend on what class it is or other details. Your advisor may know more.*
- Are you dropping all of your classes or dropping the only class you have? *If yes and this is the fall or spring semester, you are actually withdrawing from UWL officially, and you need to withdraw through the **Student Life Office**.*
- Have you notified all the offices that should be aware?
 - *Study abroad classes - International Education & Engagement.*
 - *Student teaching - SOE Field Experience Office*
 - *Students getting military benefits - Veteran Educational Benefits Office*

- *Internships - Career Services Office*
- *Clinicals & practicums - the program director and/or site supervisor*
- *Students getting other financial aid & dropping below 12 credits - Financial Aid Office*
- *Students withdrawing from UWL - Student Life Office (who will help notify the rest of the offices that need to know)*

Withdrawing from UWL vs. Finishing a Term and Not Returning:

- Students who finish a term and decide not to return to UWL, including those transferring to another school, do not need to fill out a form. They should not sign up for any more UWL classes, and if they have signed up, they should drop them as soon as possible. If they signed up for housing/parking/financial aid/other activities for the next term, they need to notify those offices.
- New first years and new transfers who change their mind about attending should contact the Admissions Office.
- Students who withdraw from all classes after the term has started are officially withdrawing. They must meet with the Student Life Office and complete a form. A term starts with the first day of classes.

Add/Drop/Withdraw Official Policies:

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

The above policies apply to both undergraduates and graduates and are listed in both catalogs under **Academic Policies**, the "Registration and Scheduling" section and the "Withdrawal" section.

- **Undergraduate Catalog:** <http://catalog.uwlax.edu/undergraduate/academicpolicies/>
- **Graduate Catalog:** <http://catalog.uwlax.edu/graduate/academicpolicies/>

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.

Override Forms and Add/Drop Permissions:

- Full directions for electronic Add/Drop Permissions are separate.
 - **The Records Office encourages departments, instructors, and advisors to use the electronic override and permission process as much as possible.** This allows the student to register themselves once permission is given. Students are in the best position to figure out time conflicts, whether an overload of credit for a term is possible, and other changes to their schedule. It also ensures that the students have agreed to the Cashier's Terms and Conditions agreement for the term.
 - Add tips:
 - If changing the expiration date, make sure student's registration appointment has already started before the date. We recommend allowing the student at least two days from the start of their registration appointment to register.
 - You are welcome to keep the default expiration date and not change it. The default expiration date is the 5th day of classes for a full semester course.
 - Drop tips:
 - If getting the error saying "at least one override must be selected," **WINGS is not saving correctly.** Try going out of the screen to another page in WINGS (such as your Faculty Center), going back into Class Permissions, and redo-ing the permission. The system can sometimes be slow to save changes and if you click off

the page before the permission is fully saved, WINGS gets confused and won't let you continue. Once there, the error message only gets erased if you get out of that page completely.

- Paper forms:
 - Blank override forms are kept in the department's offices. They should be printed on blue paper, if possible, to help identify the form to other offices. The paper form can be used for all override types if necessary. If the department doesn't have a copy of the blank form, they may contact the Records Office for a copy.
 - Add/Drop slips: extra add/drop slips are kept in the Records office. Contact that office for more slips if running out. These forms are most often used for late adds that have been approved by the Dean's Office. But the form may also be used to add a regular course that is open, if there is nothing to override, and used to drop a course
 - **Independent Studies/Research/Teaching Assistant courses -**
 - The Records Office encourages departments to develop a specific form for their own independent study, teacher assistant, and research courses. This is a single place to put all the approvals and then send to the Records Office to register the students. It also helps both offices keep track of the enrollments and approvals.
 - Such a form should include space for:
 - Student Name and ID
 - Term
 - Course Prefix/Number/Section Number
 - Number of credits for the course
 - Title of project/thesis/research, if needed
 - Instructor/supervisor of course name and approval
 - Department approval
 - Any other approvals needed
 - Please note that variable credit course sections need to be set up by the Records office before a student can be registered into a section, either on their own or by the Records Office. There can only be one credit amount per section. That means, if one student needs 1 credit and another student needs 2 credits, that different sections must be set up for each credit amount.

Email Notifications to Students about Unused Add/Drop Permissions

- **Adds:**
 - Between 5:00 - 5:30 pm 7 days a week, WINGS sends an email to every student who has not yet used an add permission created for them in the last 24 hours. The student are only notified once by this method. The emails are stopped after the last day to add (10th day for a semester). After the 10th day, students can only add using a paper form and with dean's office approval.

- Between 5:15 -5:30pm 7 days a week, WINGS sends a one-time email if an add permission has been updated (for example, a new expiration date). Faculty & ADAs can use this as a reminder to the students to use the permission.
- **Drops:**
 - Between 5:00-5:15 pm 7 days a week, WINGS sends an email to every student who has not used a drop permission created for them in the last 24 hours. The student is only notified once by this method. The emails start after the last day to drop without permission has passed and stop after the last day to drop with a W has passed.

Short 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 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).

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.