

# Registration

Students register and drop and add courses on the Internet. Students plan their schedules using the online Time Schedule. A variety of online tools are available to help with course and instructor selection.

Once registered, students may drop and add courses without charge through the first week of the quarter. Starting the second week of the quarter there are a variety of restrictions on dropping and adding courses.

In This Chapter:

In-person registration transactions . . . . .	20
Internet tools for finding courses . . . . .	20
Placement tests . . . . .	23
Registration periods . . . . .	24
Add and drop periods . . . . .	26
Registration restrictions . . . . .	27
Cross-campus enrollment . . . . .	28
Hardship withdrawals . . . . .	29
Withdrawing for the quarter . . . . .	29
Registration information available from the Student Database & EARS . . . . .	30
Registration information available on the Internet . . . . .	31

*See also: [www.washington.edu/students/reg/regelig.html](http://www.washington.edu/students/reg/regelig.html)*

## IN-PERSON REGISTRATION TRANSACTIONS

Students may not use web registration to register to audit a course or register for courses with a time conflict. These transactions must be completed in person at the Registration Office, 225 Schmitz. Students with disabilities may register in person at the Registration Office if they prefer.

## INTERNET TOOLS FOR FINDING COURSES

There is an online guide to the registration tools described below at [www.washington.edu/uua/gateway/advising/registration/tfoc.php](http://www.washington.edu/uua/gateway/advising/registration/tfoc.php)

### Time Schedule

The Time Schedule is a listing of courses, titles, times, classrooms, and often instructors for the courses to be offered the following quarter by all schools and colleges of the University. The Time Schedule is available only online, and is posted about a month after the start of the preceding quarter.

Each course title in the online Time Schedule is linked to the online Course Descriptions page, which includes any prerequisites. If there is a description of the course in the online collection of Instructor Class Descriptions, there is a link from the Course Description and also from the instructor's name in the Time Schedule.

Closed classes are shaded. The shading is updated only once each 24 hours, at midnight. Each schedule line number, however, is linked to real-time information about remaining space available, classroom, and instructor. If the section is closed, a list of some of the open alternate sections is provided.

To obtain an overview of the space available in the course offerings for an entire department, click on Enrollment Summary at the head of a department's class listing. This generates a real-time list of the department's courses, including current enrollment, class limit, and remaining space available.

Courses in the Time Schedule are often split into lecture, quiz, and lab sections, each with their own SLNs; when they are, it is necessary for students to choose and register for one of each in order to register for the whole class.

Lecture sections (large group meetings) are often labeled LC and are given a single letter designation (e.g., A, B, etc.). Quiz sections (small group meetings) are labeled QZ and are given double letter designations (e.g., AA, AB, BA, BB, etc.). Lab sections are labeled LB and are also given double letter, or sometimes letter-number, designations (e.g., AA, AB, A2, B3).

For example, ANTH 100 has lecture and quiz sections, so students must sign up for one of each. It has two different lecture sections (A and B) and four different quiz sections for each lecture (AA, AB, AC, AD, BA, BB, BC, BD). A student must choose A plus one of the A quiz sections or B plus one of the B quiz sections and register for both at the same time. Web registration will not allow a student to register for a lecture without its accompanying quiz and/or lab section.

### MyUW

[myuw.washington.edu/](http://myuw.washington.edu/)

The information students need to register for courses is available online from MyUW, a portal to the UW homepage and other websites. From MyUW, students can access web registration and the Time Schedule, and can also obtain such information as their grades, current class schedule, and tuition balance. Students can reach MyUW from the UW homepage or the Student Guide. A UW NetID is required.

### Web registration

Using web registration (see Fig.1), a student can submit a request for one course or several. The student enters the 5-digit schedule line numbers (SLNs) of the courses, obtained from the quarterly Time Schedule, and submits the request. If there are no problems with the request, registration is immediate and the computer returns with the student's class schedule. If there is any problem with the request, none of the request is processed. Instead, the computer returns with notations of the problems that were encountered—one of the sections may be closed, or the student may not have the proper prerequisite, etc. The student can then submit another request. A demonstration version of web registration is available at:

[www.washington.edu/students/reg/registration](http://www.washington.edu/students/reg/registration)

Registration - Mozilla Firefox  
 http://www.washington.edu/students/ugrad/advising/demo/webreg7.html

UNIVERSITY OF WASHINGTON  
 Student Personal Services | Logout

- Registration
- Grade Inquiry
- DARS - Degree Audit
- Financial Aid Status
- Tuition Statement
- Class Schedule
- Unofficial Transcript
- Change of Address
- Direct Deposit Transfer
- Credit Card Payment
- Visual Schedule
- Official Transcript
- Insurance/Optional Charges
- Short-Term Loan

**Registration Resources (will open in new window)**

- Time Schedule
- Schedule Finder
- Course Catalog
- Freshman Interest Groups
- Academic Calendar
- Final Exam Schedule
- General Education Search
- Tips for Closed Classes
- Tuition Rates
- Student Guide

## Registration - Autumn 2007

Select a different quarter

Prepared for: Jane Sample Student  
 Prepared on: June 14, 2007 at 2:00 p.m.

Schedule updated.

NOTE: Your Registration Confirmation with ID validation sticker and [U-PASS validation sticker](#) will be mailed to your permanent address.


Your current schedule:

Drop from schedule	SLN	Course	Type	Credits	Grading Option	Title	Meetings				
							Days	Time	Location	Instructor	
<input type="checkbox"/>	18696	BIOL 462 A	LC	3.0	standard S/NS	<a href="#">ADV ANIMAL PHYS</a>	MWF	930-1020	<a href="#">MCH</a> 241	HUEY, R	
<input type="checkbox"/>	12153	CHEM 312 A	LC	3.0	standard S/NS	<a href="#">INORGANIC CHEMISTRY</a>	MWF	1230- 120	<a href="#">BAG</a> 154		
<input type="checkbox"/>	16693	PHIL 242 A	LC	5.0	standard S/NS	<a href="#">MEDICAL ETHICS</a>	MWF	200- 320	<a href="#">SAV</a> 241	GOERING, S	
<input type="checkbox"/>	11652	BIOC 440 A	LC	4.0	standard S/NS	<a href="#">BIOCHEMISTRY</a>	MWF	830- 920	<a href="#">HSA</a> A420	DAVIS, T	
<input type="checkbox"/>	11652	BIOC 440 AF	QZ		standard S/NS	<a href="#">BIOCHEMISTRY</a>	M	330- 420	<a href="#">HST</a> T530	DAVIS, T	
				Total credits: 15.0			<a href="#">Display Visual Schedule</a>	<a href="#">Display Textbooks</a>			

Add the following sections:

SLN	<a href="#">Add Code or Faculty Number</a>	Credits (for variable-credit courses)	Check to select S/NS grading	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Please **let us know** if you encounter a problem with this service, or have a suggestion for how it might be improved.

 To prevent unauthorized use of your UW NetID and protect your privacy, [CLOSE ALL of your Web browser windows and Web-enabled applications](#) when you finish.


 Office of the Registrar  
 regof@u.washington.edu  
 February 28, 2002

Fig. 1. Sample web registration screen.

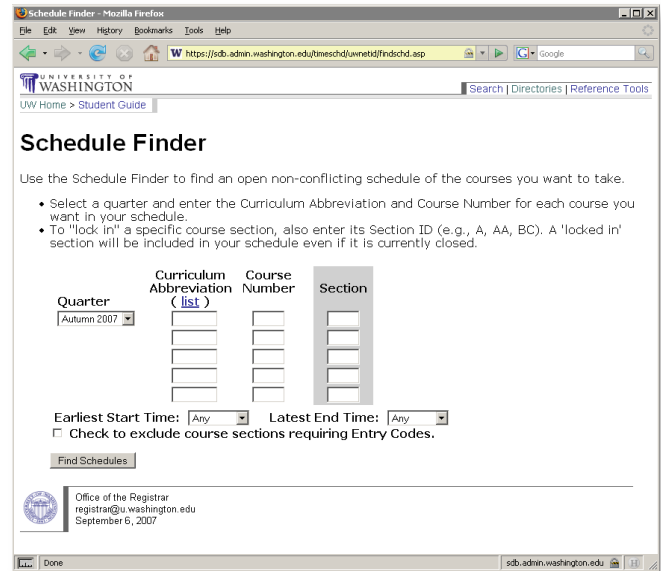
## Schedule Finder

[sdb.admin.washington.edu/timeschd/uwnetid/findschd.asp](https://sdb.admin.washington.edu/timeschd/uwnetid/findschd.asp)

The online Schedule Finder helps students put together a schedule of classes. The student enters the department name and number of the courses desired. If the student is already registered for one or more courses and wants to keep those sections, the student can “lock” those sections by entering the department, course number, and section letters. The student can ask to eliminate from consideration any sections that require entry codes, and can select earliest start and latest end times.

When the request is submitted, Schedule Finder will come back with a list of possible combinations. It lists only the first 10. If the student likes one of the combinations, s/he can register for it by clicking the Register button located above each combination.

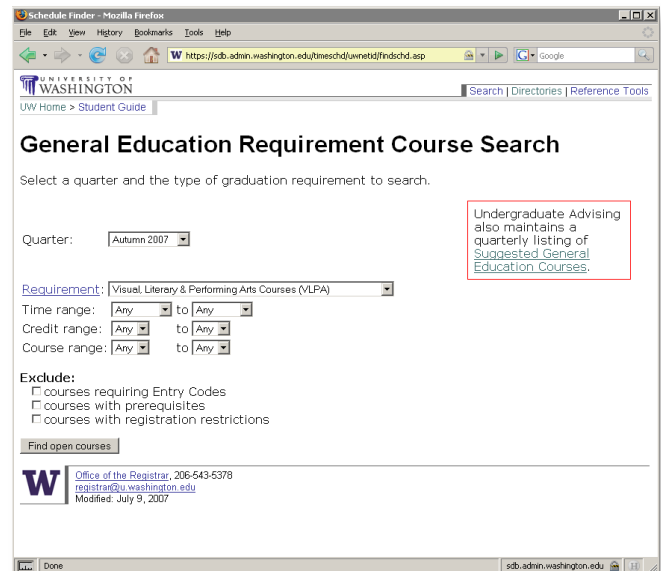
Students find Schedule Finder in web registration, from a link in the Registration Resources box.



## General Education Requirement Course Search

[www.washington.edu/students/timeschd/genedinq.html](http://www.washington.edu/students/timeschd/genedinq.html)

With this tool, students can search online for open Areas of Knowledge courses, as well as English composition, W, and Q/SR courses. Students can refine their search by choosing a time range, a credit range, and a course range (e.g., 100-, 200-, 300-, and 400-level), and can also ask to eliminate from consideration any sections that have prerequisites or registration restrictions or that require entry codes. One thing to note: this tool currently only searches for and displays lecture sections, so if a student finds a course s/he wants s/he'll usually still have to look it up in the Time Schedule to choose an accompanying quiz section.



## Instructor Class Descriptions

---

[www.washington.edu/students/icd](http://www.washington.edu/students/icd)

Instructor Class Descriptions are prepared by individual instructors and follow a standard format. If there is a description on file for a course, there is a link to it from the online Course Descriptions entry for the course, and a link from the instructor's name in the online Time Schedule.

A number of departments also provide course descriptions on their home pages.

## Suggested General Education Courses

---

[www.washington.edu/uaa/gateway/advising/registration/sgec.php](http://www.washington.edu/uaa/gateway/advising/registration/sgec.php)

Each quarter, Undergraduate Advising publishes a list of introductory Areas of Knowledge courses grouped by the number of credits and by Area (e.g., three-credit Natural World courses).

## Course Evaluation Catalog

---

[www.washington.edu/cec](http://www.washington.edu/cec)

Students can use this tool to find out the student ratings for the various instructors of a course they are planning to take. The Instructional Assessment System is used to collect and summarize student ratings of instruction, and is used in more than 8,000 courses annually at the University of Washington. The Course Evaluation Catalog is an online summary of these data.

## Department home pages

---

[www.washington.edu/home/departments/departments.html](http://www.washington.edu/home/departments/departments.html)

Some department home pages will list special class offerings, classes of interest, or additional information about classes being offered.

## Course Descriptions search

---

[www.washington.edu/students/crscat/search.html](http://www.washington.edu/students/crscat/search.html)

Students can find courses in their area of interest by entering keywords into the online Course Descriptions search.

The search is also available from the top of the Course Descriptions page. After the student submits keywords, the computer returns a list of departments that offer at least one course with that keyword in the title or course description. Clicking on "Cached" near

the end of a department's listing returns a list of the courses offered by that department with keyword(s) highlighted in color.

## New Courses

---

[www.washington.edu/uaa/gateway/advising/registration/new-courses.php](http://www.washington.edu/uaa/gateway/advising/registration/new-courses.php)

This page lists all courses that are new to the University of Washington curriculum since the last catalog date.

## Special Offerings

---

[www.washington.edu/uaa/gateway/advising/registration/ncso.php](http://www.washington.edu/uaa/gateway/advising/registration/ncso.php)

This page lists a selection of courses that are special in some way (e.g., one-time offerings). These are submitted for display by department advisers; advisers will be prompted when and how to do this each quarter.

## PLACEMENT TESTS

[www.washington.edu/oea/services/testing\\_center/exams/placement.html](http://www.washington.edu/oea/services/testing_center/exams/placement.html)

In many instances, students cannot register for 100-level math and foreign-language courses until they have taken a placement test.

The Testing Office, 440 Schmitz Hall, offers placement tests for math, CHEM 145, music theory, French, German, Italian, Japanese, Korean, and Spanish; and proficiency tests in Arabic, Russian, Persian, Portuguese, Polish, Hebrew, Urdu, and Hindi. A list of the scheduled test dates, times, and fees, and information about the topics covered by the tests, are available at the URL above. Most tests are available Tuesday through Friday. Tests are not given on Mondays except during the summer.

Sample math placement test questions are at:

[www.washington.edu/oea/services/testing\\_center/aptp/practice.html](http://www.washington.edu/oea/services/testing_center/aptp/practice.html)

## Mathematics

---

Students planning to register in MATH 111, 120, or 124 must first pass the appropriate placement test (or have transfer credit for the prerequisite course). AP scores of 2 or higher, and IB scores of 5 or higher, may substitute for a placement test. A summary of AP awards is at [admit.washington.edu/BeforeYouApply/](http://admit.washington.edu/BeforeYouApply/)

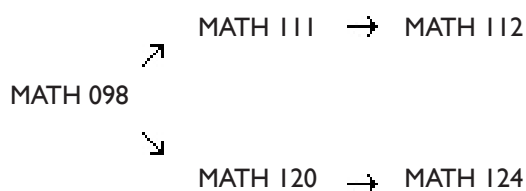
Freshman/AP; IB awards are at [admit.washington.edu/BeforeYouApply/Freshman/IB](http://admit.washington.edu/BeforeYouApply/Freshman/IB)

The Intermediate Mathematics and Advanced Mathematics Tests are given in the spring in high schools throughout the state of Washington, and at the UW's Testing Center throughout the year. They are used for placement by most of the public 4-year colleges in the state. Each math test may be retaken once, at least two weeks after the first testing. Students are not permitted to use a calculator during the test.

A student who places at a given level may choose to start with a lower-level math course. A student may also repeat a math course for which s/he has college credit, without taking a placement test.

### Intermediate Mathematics Test

The Intermediate Mathematics Test is taken by students who completed three years of high school math. The test places students into MATH 111 or MATH 120. A student who scores below the level required must complete MATH 098, a non-credit math review course, before proceeding to MATH 111 or MATH 120. (MATH 120 requires a slightly higher score than MATH 111.) Students cannot cross between the 111/112 and 120/124 sequences.



### Advanced Mathematics Test

The Advanced Mathematics Test is taken by students who completed four years of high school math and wish to take MATH 120 or MATH 124. (Although the test can also place students in MATH 111, students interested only in MATH 111 should take the Intermediate Mathematics Test.)

A student who scores below the level required for MATH 120 must complete MATH 098, a non-credit math review course, before proceeding to MATH 120.

A student who wishes to take MATH 112, Application of Calculus to Business and Economics, must first take MATH 111, even if s/he places into MATH 120 or 124.

## Foreign languages

[www.washington.edu/oea/services/testing\\_center/onsite.html](http://www.washington.edu/oea/services/testing_center/onsite.html)

The Testing Office offers placement tests in French, German, Italian, Japanese, Korean, and Spanish. These tests place students into first, second, or third quarter, or into second-year level language courses.

Students who place above the third quarter in Japanese must contact the Department of Asian Languages and Literature for placement. Students who place above the third quarter in other languages may either enroll in 201 or contact the department offering the language for placement at the 200- or 300-level.

A student who places above the third quarter in any language is exempt from the College of Arts and Sciences foreign language requirement. This retroactive policy went into effect in 2002; however, records were adjusted only back to November 2002. If this policy affects a student whose record has not been updated, the adviser should contact the Celia Gilger ([celiag@u.washington.edu](mailto:celiag@u.washington.edu)) in the Office of Educational Assessment.

Students who wish placement or proficiency exemption in languages other than French, German, Italian, Japanese, Korean, Portuguese, and Spanish should contact the appropriate department.

## CHEM 145

Registration in CHEM 145-Honors General Chemistry requires: 1) a CHEM AP score of 4 or higher, 2) a CHEM IB score of 5 or higher, 3) completion by EEP and Academy students of the Summer Prep Course, or 4) a passing score on the CHEM 145 placement test. The test covers basic chemical concepts and math skills. It is offered on the same dates as the math and foreign language tests. All CHEM 145 students must also complete a problem set (available from the chemistry advisers) that must be turned in on the first day of class.

## REGISTRATION PERIODS

Registration periods serve two functions: they control when students are eligible to register and what students are eligible to register for.

When: Period 1 is when current students register, Period 2 is when new students register, and Period 3 is the first week of classes.

What: Departments sometimes use registration periods to allow declared majors to register before students outside the major. At the time of registration the computer verifies any required class standing and/or major (for example, “Art major,” “junior or above”) if the restriction appears in the Time Schedule. Restrictions may be shown below the course section information or on the Current Section Status screen (when you click on the SLN). Departments may place these eligibility restrictions on courses for any or all of the registration periods. For example, the English department may restrict certain ENGL courses to English majors during Period 1, and then remove the restriction for Periods 2 and 3. In the Student Database, course restrictions appear on the SRF236 and SRF204 screens.

## Period 1

---

Period 1 is the registration period reserved for continuing students.<sup>1</sup> Period 1 for the upcoming quarter starts five or six weeks into the current quarter and lasts about four weeks.

Registration priority during Period 1 is determined by the total number of UW and transferred credits the student has completed, plus the number of credits the student is registered in just before Period 1 begins. Seniors and postbaccalaureate students have the highest registration priority, then juniors, sophomores, and freshmen last. The first day of Period 1 is reserved for disabled-student and GSP (see below) registration. Graduate and professional students may register anytime during Period 1.

At least two days are scheduled for registration for each class. Within each class the students are divided

---

<sup>1</sup> *An undergraduate student who has completed a quarter (i.e., received grades for the quarter, including I and X but not W) may remain out of school the next quarter and will still be considered a continuing student and eligible to register for the subsequent quarter. (For these purposes, summer quarter can be counted as a quarter completed but is not counted as a quarter skipped.) A student who withdraws from a quarter after it has begun is eligible to register for the following quarter, but if s/he withdraws during the first week of two quarters in a row (not including summer), thus avoiding tuition, s/he is not eligible to register for the third quarter without submitting a Returning Student Reenrollment Application by the appropriate deadline.*

into two groups by the last digit of the student number. The two groups alternate registration order; one quarter numbers 0, 1, 2, 3, and 4 register on the first day for their class, and the next quarter numbers 5, 6, 7, 8, and 9 go first. On the first day of each class priority the remaining space in each course section is divided and only half is available on the first day.

The registration dates for each class are listed in the online Academic Calendar. A student may register during his/her priority days or anytime after. Once registered, a student may drop and add courses at any time during Periods 1, 2, and 3.

## Period 2

---

Period 2 is the registration period for new and returning students, and continuing students who did not register in Period 1. It begins right after Period 1 and ends just before the quarter starts. New students must attend an Advising and Orientation session before they are eligible to register. Continuing students who didn't register in Period 1 may register in Period 2. Returning former UW students (who have submitted a Returning Student Reenrollment Application and been readmitted), and new postbaccalaureate students, may register for classes beginning the first day of Period 2.

Although adviser approval of undergraduate students' class schedules is not required, each new student should consult with an adviser before registering. New undergraduates should come to Undergraduate Advising, 171 Mary Gates Hall; Educational Opportunity Program students should see an EOP adviser. Students may also choose to meet with departmental advisers. Students may register on or after their assigned registration dates.

Once registered, students may make changes to their schedules anytime through Period 3.

## Period 3

---

Period 3 is the first five class days of the quarter, plus the weekend between the first and second weeks of the quarter. Registered students may drop and add courses during Period 3. No notation is made on the transcript for dropped courses. There is no fee for dropping and adding courses if the student registered before Period 3 began.

Students who have not yet registered may do so in Period 3, but a late fee of \$25 is charged. To avoid the late

fee, a student who is not able to register until Period 3 should use web registration in Period 2 and complete the insurance and optional charges section.

## GSP

Graduating Senior Registration Priority (GSP) is granted to qualifying students for their final two quarters at the UW. GSP students are eligible to register on the first day of Registration Period 1.

To be eligible for Graduating Senior Registration Priority, a student must be a senior or postbaccalaureate who has been admitted to the major in which s/he plans to graduate, and be within two quarters of graduating. The student must also have prepared and filed a degree application. To qualify for GSP registration, the degree application must be filed with the Graduation and Academic Records Office at least two working days before the GSP registration date.

A student who must postpone graduation may save priority quarters by not registering before his or her regular senior priority day. A student who has used Graduating Senior Priority for two quarters but still hasn't graduated reverts to regular senior priority.

## ADD AND DROP PERIODS

### Autumn quarter is different...

...in that, since the quarter starts on a Wednesday, the registration deadlines fall on Tuesdays instead of Sundays. Consult the online Academic Calendar to verify deadlines:

[www.washington.edu/students/reg/calendar.html](http://www.washington.edu/students/reg/calendar.html)

### Late Add Period

The Late Add Period is the second and third weeks of the quarter (days 8-21, including weekends). All course adds during this period require an entry code, and a \$20 per day fee is assessed (see Fig.2).

### Unrestricted Drop Period

During the second week of the quarter (days 8-14, including weekends), registered students may drop courses. A \$20 per day fee is assessed (see Fig.2). No notation is made on the student's transcript.

## Late Course Drop Period (Annual Drop)

This period starts the third week of the quarter (day 15) and runs through the seventh week. Students are allowed one course drop during this period per year (September through August). There is a \$20 per day fee (see below).

The course dropped is recorded on the student's transcript. A "W" is posted in the grade column along with the number of the week of the drop; for example, W4.

Annual drops, if not used, are not cumulative.

After the seventh week of the quarter, students may still withdraw from their entire schedule for the quarter; see page 29.

## Change of registration fees

There is no fee for dropping and adding courses during Periods 1, 2, and 3.

After Period 3 (the first week of the quarter) the fee for change-of-registration is \$20 per day, regardless of the number of transactions made on that day. A student who makes one transaction on one day and another transaction on the next day will be charged \$40.

Since summer 2002, a student's registration is not cancelled for nonpayment. Instead, a registration and transcript hold is placed. The student is allowed to finish the quarter and receive grades, but until the bill has been paid the student can't register for the next quarter or request an official transcript.

## Late registration

Any registration that occurs after Period 3 is late registration, and involves a fee. Registration is not permitted after the Late Add Period except under extenuating circumstances. In these cases, a student may submit a Late Add Petition, which requires the signatures of the course instructor, the chair of the department offering the class, and the Office of the Registrar.

	WEEK 1 (DAYS 1-7)	WEEK 2 (DAYS 8-14)	WEEK 3 (DAYS 15-21)	WEEKS 4-7	WEEKS 8-10
ADDS	unrestricted	entry code + \$20 fee required <i>Late Add Period</i>		no adds allowed after week 3 except by Late Add Petition	
DROPS	unrestricted (not on transcript)	\$20 fee (not on transcript) <i>Unrestricted Drop Period</i>	one annual drop, \$20 fee (W + # of week recorded on transcript) <i>Late Course Drop Period</i>		no drops unless ALL courses are dropped

Fig. 2. Add/Drop period permissions

## REGISTRATION RESTRICTIONS

### Prerequisites

Many UW courses have prerequisites, which are included in the descriptions of courses in the online Course Descriptions page. Web registration checks for prerequisites when matriculated undergraduate students register.

To register for a course, the student must have completed any prerequisites, or be currently enrolled in the prerequisites. Any exceptions must be approved by the department. If an exception is approved, the department can either register the student in the course using the department registration screen (SRF104), or issue an entry code. To override the prerequisite using SRF104, enter a P in the override field.

Web registration doesn't check nonmatriculated, post-baccalaureate, graduate, or professional students for prerequisites. This is primarily because transfer credits are not evaluated for these students, so access would be denied to all courses with prerequisites unless they had been completed at the UW.

The most up-to-date course prerequisite information is available from the online Course Descriptions page:

[www.washington.edu/students/crscat](http://www.washington.edu/students/crscat)

### Cancellation of course registration

A student registering for the subsequent quarter is allowed to register in a course if the prerequisites are in progress at the UW at the time of registration. For example, a student with FRENCH 101 in progress autumn quarter is allowed to register for FRENCH 102 for winter quarter. For most courses, there is no follow-up check to verify that the student successfully completed the prerequisites.

If a department wants to exclude students who don't complete the prerequisites, the department can request that the course be coded "Cancellation." When a student registers for such a course and has the prerequisites in progress, the computer flags the student. These students are checked at the end of the quarter to verify that the prerequisites were completed. If they weren't, the student is disenrolled from the course and notified by email.

Relatively few courses are coded for cancellation. Courses with cancellation in place include introductory math and chemistry; BIOL 180, 200 and 220; some foreign languages; and some business courses. In most of these cases, a minimum grade is required in the prerequisite course.

Cancellation, if in effect, does not apply to nonmatriculated, postbaccalaureate, graduate, and professional students. It also does not affect students who were registered using an override (X or P) on SRF104, or who registered using an entry code.

In a few courses, students who do not attend the first day of class (or the first lab, etc.) may be dropped from the course. This should be indicated in the Time Schedule with a notation such as, "Students not attending the first lab may be dropped."

Whatever the course policy, students should always check their schedules in MyUW and never assume they have been dropped from a course.

### Entry codes

Five-digit entry codes (add codes) are required for registration in some courses. Each course requiring an entry code to add is marked in the Time Schedule with an arrow (>) before the schedule line number. The location where students can obtain entry codes should be indicated within the course entry in the

Time Schedule or somewhere within the department's course listings. The entry codes are random numbers provided to departments by the Office of the Registrar.

After obtaining an entry code, the student submits it using web registration along with the course's SLN. An entry code may be used only once. If a student drops an entry code course and then later decides to add the course back, s/he must obtain another entry code. Some courses require a code to drop the course. Web registration will prompt the student if an entry code or drop code is required.

### Overloads

Departments and instructors may use entry codes to "overload" students into filled classes. Web registration will accept students with entry codes up to 115% of the room capacity. An entry code is required to add any course during the Late Add Period (the second and third weeks of the quarter). Entry codes are not used after the Late Add Period; a signed Registration Transactions Form is required.

### Drop codes

Some courses require a drop code to withdraw from the course. The codes are almost always obtained from the department offering the course, except for courses that are in Freshman Interest Groups (FIGs); these drop codes are handled by First Year Programs.

### Registration holds

In several situations a student's registration may be blocked. Students can find out which office has placed the hold by clicking on a link from their web registration. Some of the more common reasons are: 1) 105- or 210-credit rules (see pp. 51 & 52), 2) nonpayment of tuition, 3) other Student Fiscal Services balances, 3) library fines, 4), and lack of proof of immunization for measles (rubeola). In addition, some departments will block registration until a lab key or other equipment is returned.

### Credit limits

Credit limits for undergraduates are enforced during all registration periods. A student may register for a maximum of 19 credits during Periods 1 and 2. During Period 3 and the Late Add Period, students may add credits up to a total of 30. No student may reg-

ister for more than 30 credits in one quarter. There is an extra fee for every credit over 18 in which the student enrolls.

UW Extension courses, including ESL, Evening Degree Program, and Early Fall Start courses, and zero-credit courses (notably, MATH 098), are not included in the credit limits.

### Course-out-of-quarter

Occasionally a student will arrange to do a course-out-of-quarter, a course that is not listed in the Time Schedule for that particular quarter. The student first obtains the instructor's and chairperson's signatures on a Registration Transactions Form (available online or at the Registration Office), and then obtains the dean's signature of his/her college. In Arts and Sciences, any adviser in Undergraduate Advising may sign for the dean. The form is then submitted in person at 225 Schmitz, during Period 1, 2, 3, or the Late Add Period.

## CROSS-CAMPUS ENROLLMENT

The rules for registration changed beginning autumn 2006. UW students and postbaccalaureate students (and graduate and professional students) may enroll in courses offered by any UW campus (Seattle, Bothell, or Tacoma) during Period 2 registration on a space-available basis; during summer quarter, cross-campus registration is allowed during Period 1 as well.

In order to be eligible to register cross-campus, students must have completed at least 15 credits at their home campus, and must be enrolled in a minimum of 10 credits at their home campus in each quarter they plan to cross-campus enroll.

To register, students must obtain the permission of a department adviser at their home campus. If permission is granted, the adviser will contact the Registrar's Office (at UW-Seattle: regoff@u.washington.edu, attn. Robert Rhodes), and the registration office will manually register the student. If permission from the department offering the class is also required, that permission must also be provided to the Registrar's Office.

A maximum of 45 credits earned through cross-enrollment may count toward a bachelor's degree. (Graduate students are limited to 12 credits.)

Cross-enrolled students pay tuition and fees to their

home campuses, based on their total UW credits for the quarter.

For information about cross-campus majors and minors, see page 55.

## HARDSHIP WITHDRAWALS

A student who must drop one or more courses after the Unrestricted Drop Period because an emergency situation has arisen may petition for a hardship withdrawal, recorded as an HW. Petitions for hardship withdrawals are available at the Office of the Registrar, 209 Schmitz, or may be downloaded from [www.washington.edu/students/reg/wdoffleave.html](http://www.washington.edu/students/reg/wdoffleave.html). The completed petition is returned to the Registrar and is reviewed by a Registrar's committee. Petitions should be filed promptly after the occurrence of the hardship.

Hardship withdrawals are granted for documented emergencies, such as an automobile accident or a severe illness, or other unusual or extenuating circumstances beyond the student's control.

If a student uses an Annual Drop and is subsequently granted a hardship withdrawal for the course, the Annual Drop is returned to the student.

## WITHDRAWING FOR THE QUARTER

A student who drops all of his/her courses for the quarter is said to be withdrawing from the University. A student may withdraw from autumn, winter, or spring quarter at any time up through the last day of instruction (but not during finals week or during the last week of summer quarter). Depending on how late in the quarter the student withdraws, some or all of the tuition may be forfeited (see below).

A student can drop all his/her courses using web registration through the seventh week of the quarter. After the seventh week of the quarter, the student must request the transaction at the Registration Office, 225 Schmitz, or may mail a withdrawal for the quarter in writing to the Registration Office. Withdrawals submitted by mail must be postmarked by the last day of instruction for the quarter.

## Tuition refunds

A student who does not submit a withdrawal by the end of the first week of the quarter will be charged at least partial tuition, even if s/he does not attend any classes. Depending on when the student withdraws, s/he may be eligible for a tuition refund. A continuing student is not liable for tuition if the withdrawal is submitted by the seventh day of the quarter.

A withdrawal between the 8th and 30th calendar days of the quarter requires one-half the tuition payment. After the 30th calendar day there is no tuition refund.

## Re-enrollment for a subsequent quarter

An undergraduate student who has completed a quarter may remain out of school the next quarter and will still be considered a continuing student and eligible to register for the subsequent quarter. (For these purposes, summer quarter can be counted as a quarter completed but is not counted as a quarter skipped.) A student has "completed" a quarter if s/he did not withdraw and was not cancelled, even if the only grades posted were 0.0, N, X, I, NS, and/or NC.

A student who withdraws from a quarter after it has begun is eligible to register for the following quarter, but if s/he withdraws during the first week of two quarters in a row (not including summer), thus avoiding tuition, s/he is not eligible to register for the third quarter.

A student who does not meet the enrollment criteria just described but wants to return to the UW must submit a Returning Student Re-enrollment Application by the appropriate deadline and pay an application fee. Students may apply online or by regular mail.

Returning students who apply by the deadline are virtually guaranteed re-enrollment. Students who have been away from the UW for more than two years will be required to submit a personal statement about their academic plans and meet with an adviser at Undergraduate Advising before readmission.

Only students returning in the same category (e.g., undergraduate matriculated student working toward a first bachelor's degree) file returning student applications. Thus, a student who left the University and then obtained a degree elsewhere would not file a former student application but could return only by filing a new application for admission as a postbacc-

laureate, graduate, or nonmatriculated student.

## REGISTRATION INFORMATION AVAILABLE FROM THE STUDENT DATABASE & EARS

### SRF203 (F4)—Time Schedule

This screen presents course information in Time Schedule format. Starting with the department or course requested, the screen lists course sections in the order they appear in the Time Schedule, enabling the user to scroll through all the department's offerings for the quarter. Information provided includes the number of students enrolled, the enrollment limit, whether the section is closed, the number of students denied because the course was closed, the times and days each class meets, and whether an entry code is required.

SRF203 always provides real-time information about a course, while the Time Schedule listing is updated only once each 24 hours, at midnight. Real-time information is available from the Time Schedule by clicking on a section's SLN, or by requesting the Enrollment Summary from the link at the beginning of each department's course list.

The Enrollment Summary, and SRF203, include several types of information that don't appear in the Time Schedule listings, including withdrawn or suspended sections, Evening Degree Program and other credit UW Extension courses, and the number of students who requested a course but were denied because the course was full. The Enrollment Summary doesn't include class times, but SRF203 does.

### SRF204 (F7)—Section Status

Here the user enters a schedule line number, and the screen reports the number of spaces available in the section, if any. While advisers find SRF203 a more useful screen for schedule planning, SRF204 contains more information about each section, including credits, instructor, enrollment restrictions (e.g., "PSYCH majors only Period 1"), and whether the course counts toward Areas of Knowledge, English composition, Q/SR, or W course requirements. This screen does not, however, list course prerequisites or indicate if cancellation is in effect.

One drawback of this screen is that none of the infor-

mation is visible after the section closes. If the section is closed, open alternate sections are listed.

### SRF206 (F6)—Areas of Knowledge Inquiry

The first screen that appears is a menu for selecting the type of course list the user wishes to see: VLPA, I&S, NW, English composition, Q/SR, or W course. (Foreign languages are not included because of the variety of restrictions on whether language courses count toward requirements.) The selection is presented with the classes listed in chronological order—8:30 a.m. classes, then 9:30 a.m., etc. The number of spaces still available is indicated. Only open classes are listed.

Instead of SRF206, students and advisers now use the online General Education Course Search, which performs the same function but allows the user to select a range of course numbers, credits, and/or times, and to omit courses with prerequisites, registration restrictions, or entry codes.

### SRF236—Course Restrictions

The screen shows any registration restrictions and entry code requirements for Periods 1, 2, and 3; the number of students enrolled; the number of entry codes created and used to date; and the number of unfulfilled requests for a particular course.

### SRF130—Class List Display

The screen provides an alphabetical list of all students enrolled in a particular course, including the students' numbers, majors, and class level, and the numbers of any entry codes used.

### SRF104—Departmental Registration

If enabled, this screen allows departments to register students directly into the department's courses. The user can view a student's pending schedule. Some departments use this screen instead of handing out entry codes.

### SRF100—Student Schedule Inquiry

This screen provides a student's schedule for the quarter specified. It includes for each course the schedule line number, course number, time, location, credits, and grade system (e.g., CR/NC).

SRF100A provides grades that have been received but not yet posted on the student's permanent record. It is

a good place to check, too, for summer a-term grades, which are not posted on the permanent record until the end of b-term. Numerical grades submitted for courses the student elected to take S/NS should also be visible here.

A student's schedule can also be accessed on the Overview tab in EARS.

## SRF120—Registration Transactions

---

This screen lists all the registration transactions for a student for the quarter specified. The date and origination (user ID or web registration) for each transaction are indicated.

## REGISTRATION INFORMATION AVAILABLE ON THE INTERNET

### Online Time Schedule

---

[www.washington.edu/students/timeschd/](http://www.washington.edu/students/timeschd/)

This is the single most useful tool for students preparing to register. With it, they can check individual sections of courses to see how much space is left. Students can also request an Enrollment Summary for a real-time list of the space available in all the courses offered by a department.

Each schedule line number is linked to information about remaining space available, classroom, and instructor. If the section is closed, open alternate sections are listed.

### Academic Calendar

---

[www.washington.edu/students/reg/calendar.html](http://www.washington.edu/students/reg/calendar.html)

The Academic Calendar section of the Student Guide includes dates of instruction (first day of the quarter, last day of instruction, etc.), application deadlines, registration priority dates, deadlines for adding and dropping courses, tuition deadlines, the final examination schedule, and grade deadlines. The calendar is generally available at least one year into the future.

### Course Descriptions

---

[www.washington.edu/students/crscat/](http://www.washington.edu/students/crscat/)

The online Course Descriptions site includes the descriptions of all UW courses. It is continually updated as courses are added to and removed from the curriculum.

## Registration section of the Student Guide

---

[www.washington.edu/students/#SELCLASS](http://www.washington.edu/students/#SELCLASS)

The Selecting Courses, Registration, and After You Register sections of the Student Guide include information about choosing courses, web registration, adding and dropping courses, late registration, immunization requirements, and withdrawal and quarter on-leave policies.

### Placement tests

---

[www.washington.edu/oea/services/testing\\_center](http://www.washington.edu/oea/services/testing_center)

Information about placement tests, including the testing schedule, topic covered by the tests, and sample questions, is available at this website maintained by the Office of Educational Assessment.

### Instructor Class Descriptions

---

[www.washington.edu/students/icd](http://www.washington.edu/students/icd)

### Course Evaluation Catalog

---

[www.washington.edu/cec](http://www.washington.edu/cec)

### Suggested General Education Courses

---

[www.washington.edu/uaa/gateway/advising/registration/sgec.php](http://www.washington.edu/uaa/gateway/advising/registration/sgec.php)

### Schedule Finder

---

[www.washington.edu/students/ugrad/advising/advisers/advhome.html](http://www.washington.edu/students/ugrad/advising/advisers/advhome.html)

### General Education Requirement Course Search

---

[www.washington.edu/students/timeschd/genedinq.html](http://www.washington.edu/students/timeschd/genedinq.html)

### Department homepages

---

[www.washington.edu/home/departments/departments.html](http://www.washington.edu/home/departments/departments.html)

### New Courses

---

[www.washington.edu/uaa/gateway/advising/registration/newcourses.php](http://www.washington.edu/uaa/gateway/advising/registration/newcourses.php)

### Special Offerings

---

[www.washington.edu/uaa/gateway/advising/registration/ncso.php](http://www.washington.edu/uaa/gateway/advising/registration/ncso.php)

