

Autumn 2023 Registration Deadlines

10 Week Session I: August 28 – November 3, 2023 Most Common Registration Actions

Go to CyberBear \rightarrow Student Services \rightarrow then choose the corresponding link as listed below.

	Through August 31	September 1 – September 11	September 12 – September 18	September 19 – October 6	October 7 – November 2	November 3 & Beyond
Instructional Days	Through Day 4	Day 5 – Day 10	Day 11 – 15	Day 16 – 29	Day 30 – Last Class Day	After Last Day
Add a Course ¹	Registration → Register for Classes Some courses require permission. Contact the instructor to request a digital Registration Override	Contact the instructor to request a digital Registration Override Registration → Register for Classes		Course Add Change Drop link Instructor + Advisor approval + \$20.00 fee		Only to fix registration errors (see Registrar's Office)
Drop a Course ² (to drop all/your only course, you must withdraw)	Registration → Register for Classes		Course Drop form (pdf) Instructor + Advisor approval + W on transcript + \$20.00 fee & no refund	Course Add Change Drop link Instructor + Advisor approval + W on transcript + \$20.00 fee & no refund	Course Add Change Drop link Instructor + Advisor + Dean approval + WP or WF on transcript + \$20.00 fee & no refund	Not permitted
Credit/No Credit Grading ³ (change to or from)	Registration → Register for Classes Register for course then choose Schedule and Options tab			<u>Course Add Change Drop link</u> Instructor + Advisor approval		Not permitted

Note:

Academic advisor approvals are not required for graduate students or post-baccalaureate students.

September 4, 2023 is a holiday. November 3, 2023 is designated for final exams. These are not counted in the instructional/class days listed above.

PoT T Page 1 of 2

¹ Any student not registered for at least one credit **by 9/18/23** must email <u>registration@umontana.edu</u> to review your options. Approval of late enrollment is not guaranteed. Students who were registered and cancelled due to non-payment must instead contact <u>Student Account Services</u> to complete payment if they wish to have their class registration reinstated by **10/6/23**.

² 10 Week Session I Courses dropped **after 9/11/23** result in a "W", "WP", or "WF" on the student's transcript, do not generate a refund, and may affect financial aid eligibility. To withdraw from the entire semester, review the <u>withdrawal webpage</u> and submit a semester withdrawal form.

³ Many courses do not allow grade option changes; check the course syllabus for grade options. Instructors cannot change the available grade options after **9/11/23** for this session.



Autumn 2023 Registration Deadlines

10 Week Session I: August 28 – November 3, 2023 Less Common Registration Actions

Go to CyberBear \rightarrow Student Services \rightarrow then choose the corresponding link as listed below.

	Through September 11	September 12 – September 18	September 19 – November 2	November 3 & Beyond
Instructional Days	Through Day 10	Day 11 – 15	Day 16 – Last Class Day	After Last Day
Switch Sections ⁴	Registration → Register for Classes Some courses require permission. Contact the instructor to request a digital Registration Override	To add, contact the instructor to request a digital Registration Override Registration → Register for Classes To drop, email registration@umontana.edu	Course Add Change Drop link Both instructors' approval	Only to fix registration errors (see Registrar's Office)
Adjust Credit Load (variable credit courses only)	Registration → Register for Classes Register for course then choose <u>Schedule and Options</u> tab		<u>Course Add Change Drop link</u> Instructor + Advisor approval	Not permitted
Audit (change to or from)	Registra Register fo Register for course then choos	or Classes⁵	Not permitted	

Note:

Academic advisor approvals are not required for graduate students or post-baccalaureate students.

September 4, 2023 is a holiday. November 3, 2023 is designated for final exams. These are not counted in the instructional/class days listed above.

For assistance or questions about registration deadlines, please contact us at:

Office of the Registrar | 623 Aber Hall | Missoula, Montana

t: (406) 243-5600 | w: umt.edu/registrar | e: registration@umontana.edu

⁴ After **9/11/23** students cannot use the Switch Sections procedure to trade to a section that has not yet started. Email the Registrar's Office for details.

⁵ Email <u>registration@umontana.edu</u> from your student email account to request the change to or from audit if the change cannot be made in CyberBear. PoT T