

Registration Instructions

The Schedule of Classes is published approximately 8 weeks before the start of a term. Registration for the upcoming term begins 6 weeks before the start of the term.

Students are responsible for knowing the sequence of the courses and for following prerequisites. If you are in doubt – contact your academic counselor.

1. Download the Registration Form
2. Complete the biographical data at the top of the form

Name: _____	Date: _____
Address: _____	
City: _____	State: _____ Zip: _____
Phone: (Home) _____	Phone: (Work/Cell) _____
UIW ID: _____	Payment: <u>Self / Fin. Aid / Employer / Alternate Loans / Other</u> <small>Please circle method of payment</small>
Major _____	Concentration (if applicable): _____
E-Mail address: _____ <small>NOTE: We will use your Cardinal email address to contact you throughout the term.</small>	
Employer: _____	Phone: _____

3. View or download the Schedule of Classes for the entire term or the ADCaP learning center in which you attend your classes.
4. Determine the courses you need to take in the upcoming term.
5. Denote the center you will be attending on the form

Location:	<input type="checkbox"/> Alamo Heights	<input type="checkbox"/> Corpus Christi	<input type="checkbox"/> Northeast	<input type="checkbox"/> Northwest	<input type="checkbox"/> SAC Center
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6. Place a check mark (√) under the day or days you will be attending at the time your class will be held, then write in the CRN, Course Number, and Course Title of the class.

Advisor Check	Time	M/W	T/TH	SAT	CRN #	Course #	Course Title	Pencil List
	5:30 pm							
	7:50 pm							
	8:00 am							
	1:00 pm							

7. Read the section regarding the Drop/withdraw policy. All students are responsible for knowing the deadlines.

TO DROP OR WITHDRAW FROM A COURSE YOU MUST NOTIFY THE ADCAP OFFICE AND COMPLETE THE PROPER PAPERWORK. FACULTY CANNOT DROP OR WITHDRAW YOU FROM A COURSE. NOT ATTENDING CLASSES DOES NOT WITHDRAW OR DROP YOU FROM THE COURSE. REFUNDS ARE AS FOLLOWS:

100% refund by end of the first week of classes (in writing before Friday @ 5:00 PM):

The last day to withdraw from a course without academic penalty is the end of the sixth week of classes (in writing before Friday @ 5:00 PM). If you withdraw from a class after this date, you will receive a grade reflecting what you have earned based on all requirements of the course.

If you withdraw from all your classes completely, and have a student loan, contact the Financial Aid Office for refund information. No further refunds apply.

8. Sign the form.

I Have Read And I Understand The Above Terms Of Registration, Drops, and Withdraws:

Student signature: _____ Date: _____

Advisor signature: _____ Date: _____

9. It is always best to consult your academic counselor before submitting your registration.
10. Submit your form in-person, via fax, or via mail.

The ADCaP schedules have been prepared by your academic counselor. We have tried to assure that information is accurate and as complete as possible when preparing and posting them. ADCaP reserves the right to make changes (i.e. changes in course offerings and class locations, and deleting classes because of insufficient enrollments) as they are necessary. These changes may result in the information given in the Schedule of Classes to be incorrect.

ADCaP Drop/Withdrawal Policy

To drop or withdraw from a course, you must complete an Add/Drop form and contact an advisor or staff member. **Contacting your instructor will not drop or withdraw you from a course.**

REFUND PERIODS: 100% refund if dropped before 5:00 pm on the Friday of the first week of classes. (If you withdraw from classes completely, and have a student loan, a federally mandated table of refunds will apply.)

WITHDRAWAL WITHOUT PENALTY: The last day to withdraw from a class without academic penalty is the end of the sixth week of classes (Friday before 5:00 pm). You **MAY NOT** withdraw from a class after this date, you will receive a grade reflecting what you have earned based on all requirements of the course.

Your instructor may assign an incomplete ("IP") only when extenuating circumstances prevent you from completing the last requirements of the course (such as a final exam or final project report) by the end of the term. To request an IP from the instructor, please contact an advisor for the proper forms.